The Vermont Connection Constitution

Revised October 4, 2013

Preamble:
The Vermont Connection shall serve as the official organization for all current students in the Higher Education and Student Affairs Administration graduate program at the University of Vermont. The goals and objectives of the organization shall be in line with HESA historical traditions and adjust to fulfill the needs of its membership. The organization’s utmost priority is to publish a scholarly, peer-reviewed journal of high integrity, addressing the student affairs profession and higher education. The organization is responsible for providing opportunities to further develop members’ educational and professional skills in order to further prepare them for their future careers. The Vermont Connection shall foster cohesion and camaraderie within the organization and provide ways for its members to enrich their graduate experience.

Article I: Name & Affiliation
The name of the organization shall be The Vermont Connection, hereinafter referred to as TVC. The University of Vermont will hereinafter be referred to as UVM.

Article II: Full Board
Section 1. Membership
All current students in the HESA Program at UVM will be considered part of TVC Full Board.

Section 2. Active Participation
The entire Full Board is encouraged to participate in all TVC events, including but not limited to: Executive Board elections, Phone-A-Thon, Production Week, and Premiere.

Section 3. Expectations
The Full Board is expected to represent TVC and the HESA program in an ethical and professional manner to the best of their abilities.

Section 4. Quorum
When conducting elections or to amend or ratify the constitution, a quorum of two-thirds of the Full Board is required. Members who are unable to attend the Full Board meeting may vote absentee with prior notification to the Executive Editor.
Article III: Executive Board

Section 1. Members
TVC officers of the Executive Board are hereinafter referred to as the Eboard and consist of the Executive Editor, Managing Editor, Content Editors, Membership & Public Relations Chair, and Social & Professional Development Chairs. Ex-officio members include the faculty liaison, and staff advisor(s).

Section 2. Terms of Office
The Eboard shall be elected for a term of one (1) year during an election in February. Incoming Eboard members proceed with transition process with outgoing members and assume full positions in May. Exceptions to this are the Social & Professional Development Chairs, whose term is one (1) academic year and assume their positions after their election process in September.

Section 3. Elections
Subsection 1. Responsibility
The Membership & Public Relations Chair shall coordinate and facilitate the election process.

Subsection 2. Calendar
The majority of the Eboard is elected during the spring semester before Premiere. The Social & Professional chairs are elected during the first few weeks of the fall semester.

Subsection 3. Process
1. Nominations shall be solicited from the Full Board within a given time period.
2. After the nomination deadline, nominees will be notified and asked for their candidacy, confirmed by submission of a platform.
3. Platforms are distributed to the Full Board for consideration prior to Full Board meeting.
4. Full Board meeting is convened to offer opportunity for candidates to expand on their platforms.
5. The Membership & Public Relations Chair will coordinate anonymous elections with assurance that all Full Board members have the opportunity to vote.
6. The Membership & Public Relations Chair will notify all candidates of election results within 24 hours of the close of the election.
7. Election results are announced to Full Board immediately in the fall and at Premiere in the spring.

Section 4. Vacancies
Following withdrawal or resignation, vacancies occurring between elections must be filled by special elections.

Section 5. Removal
Officers may be removed by a three-fourths vote of the Full Board.
**Article IV. Duties of Executive Board**

**Section 1.** The **Eboard** will set goals and objectives after the election of the Social & Professional Development Chairs. The Eboard will have the primary responsibility of coordinating all TVC activities by:

1. Meeting weekly, or as needed, to discuss issues and activities related to TVC.
2. Remaining committed to the involvement of the Full Board in all activities and decision-making, and serving as role models and sources of encouragement.
3. Making sound financial decisions.
4. Actively participating in and standing behind decisions made by the Eboard.
5. Actively recruiting first year and second year students to contribute to TVC processes.
6. Supporting each other in order to achieve all goals and objectives of TVC.
7. Maintaining permanent records for the organization.
8. Each position will write and share with the Executive Editor a year-end transition report discussing role and goals of TVC.
9. Securing and maintaining an updated online directory of alumni/ae, faculty and friends.

**Section 2.** The **Executive Editor** will assume ultimate responsibility for all aspects of the journal’s content and publication and for all TVC programs and projects by:

1. Serving as representative of the organization when Eboard is unable to be present.
2. Facilitating all meetings through the creation of agendas and providing an open forum.
3. Serving as the primary contact for all members of the Eboard and providing support and direction in their various responsibilities.
4. Maintaining a vision for the journal and for all programs and projects sponsored by TVC.
5. Reviewing goals and objectives at the beginning of the school year and revisit when needed with the Eboard.
6. Coordinating a final timeline with the assistance of the Eboard and adjusting as necessary.
7. Maintaining communication with the journal’s advisor(s).
8. Serving as liaison to the HESA program coordinator and faculty.
9. Coordinating the Invited Author(s) process, including timelines and communication.
10. Oversee the transition process in collaboration with outgoing board for incoming board through a standardized documentation process.

**Section 3.** The **Managing Editor** will ensure that the journal well represents the UVM HESA academic program, is comparable in appearance to other professional journals, and will oversee the fundraising process.

*This position will be effective as of February 2014*

These processes will be achieved by:

1. Working closely with the Content Editors to prepare articles for publication.
2. Overseeing the production process of the journal, including word processing, InDesign applications, typesetting, and printing.
3. Coordinating the printing of the journal by communicating with the publishing company.
4. Developing and maintaining budgets with the other Eboard members that are fiscally sound.

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5. Coordinating and organizing fundraising efforts that sustain TVC and the HESA program.
6. Serving as a liaison to the UVM Foundation in planning fundraising efforts.

Section 4. The **Content Editors** will strive to achieve high quality journal articles by:
1. Creating the initial editing timeline.
2. Drafting and sending the Call for Submissions in the summer.
3. Involving Full Board members in the editing process.
4. Evaluating the overall content of the journal and making decisions in congruence with the needs of our readership.
5. Establishing and managing editing teams to organize and implement editing processes.
6. Assisting authors and editing teams in adhering to TVC journal guidelines.
7. Maintaining clear communication with authors and editing teams, including monitoring deadlines.
8. Ensuring Full Board is adhering to an anonymous, peer-reviewed editing process.
9. Removing all author signifiers to the best of their ability during the editing process, especially in regards to editing teams and production week.
10. Working closely with the Managing Editor to prepare articles for production.

Section 5. The **Membership & Public Relations Chair** will promote and initiate and maintain connections between current HESA graduate students, friends, faculty and alumni/ae by:
1. Supporting professional development events by working with the Social & Professional Development Chairs, advisors, HESA faculty, Eboard and TVC’s Full Board.
2. Having a leadership role in planning social gatherings.
3. Facilitating the Graduate Colleague (GC) program, specifically matching first and second year HESA students during the summer, socials, as well as dual cohort professional development as needed.
4. Serve as an institutional memory for TVC by taking notes at E-Board and full board meetings, as well as by collecting 2nd year HESA graduate composition titles to pass on each spring
5. Finding creative ways to recognize and motivate HESA graduate students.
6. Creating and passing on the HESAXX (1st year class) listserv.
7. Overseeing the elections process, both in the fall for the Social and Professional Development Chairs and in the spring for the following year’s Eboard.
8. Planning and coordinating professional development events and conference receptions by working with the advisor(s), HESA faculty, and the Eboard.
9. Working closely with the Eboard to plan Premiere.
10. Developing a close working relationship with HESA faculty to encourage resource sharing, educational opportunities, and professional development experiences.
11. Producing at least two (2) newsletters for students, alumni/ae, and friends of TVC and the HESA program.
12. Coordinate invitations to NASPA and ACPA conferences with the Dean of Students Office.
13. Maintaining and updating UVMHESA (alumni/ae) listserv and current HESAGRADS listserv.

Section 6. The Social & Professional Development Chairs will connect the two HESA cohorts by planning events to foster growth between the cohorts on both a professional and social level by:

1. Work alongside Membership & Public Relations Chair as a committee to focus on Full Board internal relations.
2. Implementing professional development activities for both cohorts.
3. Developing and organizing social programming to bridge the gap between first- and second-year HESA cohorts.
4. Maintaining a historic record of TVC.
5. Collecting and disseminating information to and from the first-year cohort and provide insight to Eboard.
6. Acting as institutional memory of TVC during second year of HESA.

Section 7. The Staff Advisors and Faculty Liaison will:

1. Be a resource and provide an outside perspective on TVC business.
2. Attend Eboard meetings and TVC events at their discretion.
3. Help facilitate conversation and resolve conflicts when needed.
4. Be available to meet with Full Board, especially Eboard members, to provide support and guidance.
5. Serve as a source and keeper of TVC’s oral history.

Article V: Meetings
Section 1. Full Board
Meetings will occur at the discretion of the Eboard, coordinated by the Executive Editor. At least one (1) meeting will occur each of the fall and spring semesters to accommodate for the election process.

Section 2. Executive Board
Meetings will occur at the discretion of the Executive Editor.

Article VI: Events
Section 1. Election Process will be managed by Membership & Public Relations Chair with as defined in Article III, Section 3.

Section 2. Phone-a-Thon will be coordinated by Managing Editor and is defined as: TVC’s annual fundraising campaign that takes place over the course of several days in the end of September. The event is staffed by the Full Board, HESA faculty, alumni/ae, and friends of HESA. All funds go toward the publication of the journal, TVC events, and the HESA program.

Section 3. Editing Teams will be managed by the Content Editors and is defined as: Arranged pairs, a 1st year with a continuing student, who work specifically with one or two articles and provide feedback through two rounds of edits to the authors. Typically, editing
teams meet for 1-1.5 hours twice during the fall semester to edit their article(s). They are matched by complimentary strengths in editing skills (grammar, spelling, APA, flow, style, etc.). It is an imperative part of the process to provide this feedback to authors as it is a reflection of the entire program. It is a unique opportunity to see the “full circle” of this process by serving as an editor, and a way for Full Board members to hone writing and editorial skills.

Section 4. **Production Week** is managed by the Content Editors and Managing Editor and is defined as: the final review and editing process for all journal content. Both cohorts are asked to volunteer time throughout this week to review each article and make final editing suggestions that relate to APA formatting, content, style, and remaining clarification issues. Content Editors maintain the anonymous process throughout Production Week and work with authors to confirm any final changes made to articles. The Managing Editor works alongside with Content Editors to setup the layout of the journal in preparation of the publishing process.

Section 5. **Premiere** is prepared by the Membership & Public Relations Chair, managed by the Executive Editor, and is defined as: the official “premiere” of the new volume of the journal and the incoming Eboard. Members of the local HESA community are invited to a reception where the newly published journal is presented and the Eboard officially thanks those who contributed to the process.

**Article VII:** Revisions to Constitution

Section 1. Amendments

a. This constitution may be amended by a two-thirds vote of the Full Board.
b. Proposals for amendments are open to entire membership and shall be submitted in writing.
c. All members must be notified of the intent to amend the constitution and brought to a vote with a quorum present.

Section 2. Constitution Review

a. The TVC Constitution shall be reviewed at least once a year by the Eboard.

Section 3. Revisions.

a. Any revisions to the constitution will go into effect immediately after ratification unless otherwise noted by Full Board