

ARTICLE I. Name

Section 1. The name of this organization shall be The Indiana High School Press Association.

Section 2. There shall be two divisions of this Association: Adviser Division and Student Division.

ARTICLE II. Purposes and Aims

Section 1. The purposes and aims of this Association are divided into two groups: General and Specific.

Section 2. The general purposes and aims of this Association shall include:

- a. to promote the best interests of the various phases of journalism in Indiana high schools and junior high schools.
- b. to create a more unified feeling among workers in the field of journalism.
- c. to acquaint school officials and the public with the value of school communications media and high school journalism.
- d. to assist schools in the establishment of better relations between the school and the community by means of more judicious publicity.

Section 3. The specific purposes and aims of the Association shall include:

- a. to sponsor a state convention and co-sponsor regional conferences for student members of publications and other school news media and for journalism classes that will supplement the courses offered by the individual schools.
- b. to make such surveys and offer such services as are deemed necessary by the Association membership.
- c. to make available, a sound, up-to-date course of study for high school journalism.
- d. to represent the interests of the membership before the state legislature, governmental departments, and other organizations w deemed necessary by the Association membership.

ARTICLE III. Membership

Section 1. There shall be three classes of membership: Active, Associate, and Honorary Life.

Section 2. Active Membership

- a. all junior and senior high school publications and other school news media in the state of Indiana may become members by payment of dues to the executive office or to the regional agent thereof.
- b. any adviser of an Indiana junior or senior high school publication or other school medium may become a member of the Association by payment of dues to the executive office or to the regional agent thereof. The adviser shall be entitled to all privileges and services of the Association, including one vote in election of officers and any other matter which is determined by a majority of votes.

Section 3. Associate Membership may be extended by the Executive Board to:

- a. any former adviser who is no longer advising a communications medium in a member school but whose interest continues in the field of journalism.



b. any Indiana college journalism faculty member who is training journalism teachers or working with high school publications.

c. any person charged with the responsibility of public relations or publications for a school system or classroom teachers group in the state of Indiana.

d. associate members shall be entitled to attend all meetings of the Association, shall pay membership dues, may vote, and may serve on committees in any capacity, but may not become officers.



Section 4. Active and Associate membership in this Association shall be contingent upon the annual fee to be determined by the Executive Board.

a. payment of the membership fee entitles that staff or person to the privileges and services of the IHSPA for a period of one year, beginning September 1.

Section 5. Honorary Life Membership in this Association may be conferred upon any individual who has achieved distinction through some notable service or contribution to the field of journalism.

a. Executive Board shall determine and confer Honorary Life Membership.

b. Honorary Life Members shall be entitled to attend all meetings of the Association, shall be exempt from all dues, may not become officers or vote, but may serve on committees in any capacity other than as chairman of standing committees.

ARTICLE IV. Officers Advisory Board, Executive Board & Executive Secretary ADVISER DIVISION

Section 1. The officers of the Adviser Division of the IHSPA shall be President, President-Elect, Vice-President for Student Activities, Secretary, Executive Board Member, and Members-At-Large. These officers shall be designated as the Executive Board. Task Team Chairs, Project Team Leaders and Project Team Members will be appointed by the Executive Board for a period of one year, subject to renewal.

Section 2. The President, President-Elect, Vice-President for Student Activities, Secretary, and Members At-Large will be elected by the Adviser Division at its annual business meeting. The number of Members At-Large will be determined by the Executive Board on an annual basis.

a. the Executive Board Member shall be the immediate past president of the Association; or, in the case of his/her inability to serve, any past president may be appointed by the president.

b. with the exception of the Members At-Large, the current officers automatically move up to the next position of the Executive Board during the annual convention.

c. the Members At-Large serve a term of one year. These officers do not automatically move up to the next position.

d. nominations may be made by a committee and/or from the floor for any vacant Executive Board office and for Members At-Large. A candidate receiving the most votes for an officer position shall be declared elected to that office.

e. the Executive Board will appoint Task Team chairs, Project Team leaders and members, based on adviser interest. Length of term of service will be determined by the Executive Board. The number of Project Teams will be determined by the Executive Board.

f. Executive Board members will be expected to chair or serve on a Task Team.

Section 3: Duties of Officers.

a. the president shall

1. appoint such committees and chairpersons as needed to promote, organize, and execute the programs and activities of the Association.

2. advise, counsel, and assist the Executive Director.

3. review payment of all bills presented by the Executive Director.

4. be empowered to make payments through the IHSPA checking account in emergency situations and to review all financial accounts and records.

5. establish budget with the approval of the Executive Board.

6. preside at all state meetings of the Association.

7. assign duties to the Members-At-large.

b. the President-Elect shall be responsible for assisting in the planning of the convention with the Convention Task Team chair and shall succeed to the office of president.

c. the Vice-President for Student Activities shall advise the student members of the Board and supervise the election of student officers. He/she shall meet with the student officers when they meet separately from the Executive Board.

d. the Secretary shall keep detailed records of all meetings, and at the expiration of his/her term, file the year's records with the Executive Director.

e. the Executive Board Member shall serve in an advisory capacity.

f. the Members At-Large shall supervise special projects.

g. Task Team chairs will report directly to the Executive Board. They will recruit members for their committees. Task Team chairs may be asked to attend Executive Board meetings, but have no voting power at Executive Board meetings. All Task Team duties will be assigned by the Executive Board. Executive Board members may serve as Task Team chairs.

h. Project Team members will report to Task Team chairs. Duties of Task Team members will be assigned by Task Team chairs and the Executive Committee. Students may serve as Task Team chairs, Project Team leaders or members.

STUDENT DIVISION

Section 4. Student Board delegates will each have one vote. The Executive Board will help determine the number of student delegates for each year.

Section 5. The officers of this Division will consist of an 11th grade student as vice president who will continue on the board for a second term as president during his or her senior year. All other delegates will serve as At-Large members.

Section 6.

a. the members of the Student Board for this Association shall be members of the 10th, 11th or 12th grade classes of their respective schools at the time of the election.





- b. Student Board members shall be elected by the student association membership at its annual meeting.
- c. each member publication and other school medium shall select one person to act as a voting delegate.
- d. each member school may nominate one candidate for the Student Board.
- e. the candidates receiving the most votes shall respectively be declared elected to the offices of the Student Board. Their active status and officer position is determined by the discretion of the Executive Board

Section 7.

a. the president's duties include:

1. conducting the state business sessions of the Student Division of the IHSPA and conducting student elections.
 2. appointing special committees.
- b. the vice-president shall in case of vacancy perform the duties of the president. The vice-president shall also be committed to serving an additional year as president.
- c. Student Board members will participate in the planning of the Student Division program and advise its officers on voting in Executive Board actions.

EXECUTIVE BOARD

Section 8. The Executive Board shall consist of the officers of the Adviser and Student Divisions and the Executive Director. The president of the Adviser Division shall act as chairperson of the Executive Board. In the event an office is vacated, the Executive Board is empowered to fill, as necessary, the vacancy to close of the annual term. This person will not automatically move up to the next officer position.

- a. any member of the board may initiate removal of an officer, and a majority vote by the Board will put the removal into effect.
- b. all Adviser Division officers are voting members of the Executive Board. The Executive Director is a non-voting member.

EXECUTIVE DIRECTOR

Section 9. The Executive Director shall be selected by the terms specified in his/her contract with the college. It is understood that Board members will participate with the college in the selection of this position. If at any time the agreement with the college and/or IHSPA is questioned, the Executive Board shall act upon the recommendation of the advisers attending the annual business meeting.

a. the duties of the Executive Director shall include:

1. to prepare and to present to the Adviser Division an annual budget composed in conjunction with the Executive Board.
2. to present a complete financial report to the Adviser Division.
3. to supervise Association services.

4. to maintain executive offices for the Association.
 5. to supervise all publicity and editing of association publications.
 6. to cooperate in regional conference activities.
 7. to make arrangements for the annual meeting.
- b. the Executive Director shall receive remuneration determined by the Executive Board for himself and for an assistant chosen by him if he finds it necessary to have one. Payment shall be determined within 30 days after the annual meeting of the Association.



ARTICLE V. Meetings, Organization

Section 1. The annual meeting of the members of the Adviser Division shall be at the time of the IHSPA convention.

Section 2. The Executive Board of the Association shall meet annually with the membership. Other meetings of all or part of the Board may be called by the chairperson, and/or shall be called upon written request by three members.

Section 3. Those members present at a meeting shall constitute a quorum.

Section 4. Business meetings shall be conducted in due form, Robert's Rules of Orders prevailing.

Section 5. The Executive Board shall have full executive power; however, its acts may be questioned and repealed by majority membership at the annual convention.

ARTICLE VI. Finance

Section 1.

a. the Executive Board shall determine the amount of dues to be paid by each staff and each member of the Adviser Division.

b. dues shall be collected at the state meeting or sent to the Executive Director. (Art. III, Section 4, Item a. Dues begin Sept. 1.)

c. a detailed record of all receipts and disbursements shall be prepared by the Executive Director and kept on file.

d. all bills against IHSPA shall be presented in written form to the Executive Director and payment authorized by the chairperson of the Executive Board before payment is made. All payments shall be made by check.

ARTICLE VII. Amendments and Bylaws

Section 1. This constitution may be amended at the annual Adviser business meeting upon a majority vote of those present.

Section 2. Bylaws may be presented and voted upon at the annual meeting of the Advisers.