

Student Affiliates in School Psychology Constitution

Proposed, September 30, 2004

Approved October 26, 2004

Article I: Students Affiliates in School Psychology

The name of this organization shall be the Student Affiliates in School Psychology, Kent State University chapter (hereinafter referred to as SASP). While this organization is a recognized local chapter of the national parent organization, Student Affiliates in School Psychology (www.saspweb.org), the Kent State University chapter recognizes its allegiance to both the National Association of School Psychologists (NASP) and the American Psychological Association—Division 16.

Article II: Purpose

Section 1:

The purpose of SASP shall be to present Kent State University school psychology graduate students as a unified body in order to discuss issues and concerns that affect students, both professionally and academically; to provide opportunities to develop and nurture leadership skills; to allow student mentorship and occasions for sharing relevant resources; to foster professionalism during training; to institute a means to affect changes within the department/program; to sponsor speakers and extra-curricular training; to establish links with professional organizations and school psychology professionals in the community; and to afford networking opportunities for school psychology graduate students.

Section 2:

SASP shall coordinate and promote activities, programs and fundraising events which support the goals of this organization.

Article III: Membership

Section 1:

Membership in SASP shall be open to all students admitted to the school psychology program (including students in the M.Ed., Ed.S., and Ph.D.-tracks) and enrolled in graduate coursework at Kent State University.

Full membership shall be automatically granted to those students enrolled with a minimum of one graduate credit hour. Once a student graduates or otherwise leaves the school psychology program at Kent State University, his/her active membership in SASP shall cease.

Section 2:

Associate membership is open to any Kent State University student with an interest in school psychology. Such members may not outnumber active members, hold office, vote for officers, or vote on the expenditure of funds. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

Section 3:

It shall be stated as part of the policy of SASP at Kent State University that there shall be no form or type of discrimination in SASP, whether is be due to race, color, religion, gender, sexual orientation, national origin, ancestry, disability, or veteran's status.

Section 4:

With full membership in SASP comes full floor and voting privileges on any and all items of SASP business, including resolutions, items of legislation, bylaws, and elections.

Article IV: Officers

Section 1:

The Executive Committee (EC) shall be comprised of the following officers: chair, vice-chair, secretary, treasurer, Graduate Student Senate representative for SASP (student organization), Graduate Student Senate representative for the school psychology program (academic unit), state, local & national liaison, social and mentorship coordinator, and first-year cohort representative.

The officers shall be responsible for all administrative duties of SASP. All executive committee officers are expected to regularly attend all SASP meetings and events, be visible and available to the general SASP membership, and carry out their assigned specific duties as outlined in this constitution.

Section 2:

The chair shall have the power to establish and maintain operation procedures of the organization, in accordance with this constitution, and to call meetings, and answer for all actions of the other officers. The chair shall be able to vote in all decisions affecting the organization. Additionally, the chair shall:

- Assume responsibility for preparing SASP meeting agendas,
- Facilitate meetings and events,
- Facilitate the development of annual goals for the organization and ensure, along with the treasurer, that fiscal priorities reflect those objectives,
- Uphold the provisions of this constitution,
- Serve as the general spokesperson for SASP as necessary,
- Register SASP with the Office of Campus Life as a recognized student organization, (<http://dept.kent.edu/campuslife/studentOrganizations/studentorghandbook/registrationofstudentorganiza.htm>).
- Review the GSS Charter and By-Laws (<http://dept.kent.edu/gss/web/bylaws.htm>), and ensure compliance to retain funding eligibility,
- Facilitate the planning and implementation of all elections and voting procedures,
- Ensure the integrity of all SASP elections and voting procedures in accordance with this constitution,
- Assume primary responsibility, in conjunction with other executive committee officers, for maintaining and updating the SASP webpage on the school psychology program website (<http://spsy.educ.kent.edu/sasp/index.htm>).

Section 3:

The vice chair shall assist the chair with all administrative duties and assume those duties in the absence of the chair. Additionally, the vice chair shall:

- Advocate for the membership as its representative by serving as the student liaison at school psychology faculty/program meetings as his/her schedule allows,
- Plan and coordinate the SASP Speaker Series, in conjunction with faculty input,
- Assess the satisfaction and success of SASP Speaker Series events,
- Act as incoming chair-elect, and assume the position of chair for the following year.

Section 4:

The secretary shall keep accurate and detailed records of all business and affairs, including membership attendance at SASP meetings and events. Additionally, the secretary shall:

- Prepare, distribute, and revise meeting minutes,
- Send/transmit any official SASP flyers, handouts, meeting reminders and publications (usually via the SASP listserv or website) to the general membership.
- Monitor the SASP e-mail account (SASP@kent.edu) and forward correspondences to the appropriate officer(s),
- Assist the chair in facilitating, implementing, and tabulating election and/or voting results,
- Regularly check the SASP mailbox (in 405 White Hall) and distribute mail to the appropriate officer(s),
- Reserve an appropriate venue for monthly SASP meetings, and
- Assist the chair with the maintenance of the SASP website.

Section 5:

The treasurer shall receive and distribute SASP funds upon the authorization of the chair, in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all SASP meetings. Additionally, the treasurer shall:

- Develop and maintain an annual budget that reflects the annual goals and fiscal priorities of the organization,
- Maintain accurate and detailed financial records of all SASP revenue and expenditures,
- Review monthly financial statements from the financial institution with which SASP does business to ensure the accuracy of those reports,
- Balance the financial records each month to ensure the SASP account remains in good standing,
- Assume responsibility for making timely payments and reimbursements for all SASP business, including check-writing responsibility, in conjunction with the chair,
- Transfer ownership of the SASP checking account, in conjunction with the chair, to the office holder and chair's names (once elected), and
- Assist with fundraising efforts.

Section 6:

The Graduate Student Senate representative for SASP (student organization) shall attend monthly GSS meetings and register his/her attendance at the GSS meeting in accordance with GSS policy. Additionally, the GSS representative-SASP shall:

- Advocate for the needs of SASP to the GSS,
- Report to SASP any information that is pertinent regarding GSS bylaws, SASP duties to the University, etc. Additionally, the GSS representative-SASP shall:
- Review the GSS Charter and By-Laws (<http://dept.kent.edu/gss/web/bylaws.htm>),
- Inform and notify members about GSS sponsored activities,

- Process GSS funding requests, as prescribed by the GSS Charter and By-Laws, for the SASP speaker series, in conjunction with the vice chair, and
- Process GSS funding requests, as prescribed by the GSS Charter and By-Laws, for SASP social events, in conjunction with the social & mentorship coordinator.

Section 7:

The Graduate Student Senate representative for the school psychology program (SPSY) (academic unit) shall attend monthly GSS meetings and register his/her attendance at the GSS meeting in accordance with GSS policy. Additionally, the GSS representative-SPSY shall:

- Advocate for the needs of SPSY students to the GSS,
- Report to SASP/SPSY students any information that is pertinent regarding GSS bylaws, SASP duties to the University, etc.,
- Review the GSS Charter and By-Laws (<http://dept.kent.edu/gss/web/bylaws.htm>),
- Inform and notify students/members about GSS sponsored activities,
- Inform and notify students/members of GSS travel reimbursement procedures and deadlines for professional conference attendance, as prescribed by the GSS Charter and By-Laws,
- Be available to SPSY students to answer questions and assist students with processing the necessary paperwork for obtaining GSS funding for professional travel, and
- Process GSS funding requests, as prescribed by the GSS Charter and By-Laws, for capital improvements for the SPSY program (if applicable).

Section 8:

The local, state, & national liaison shall represent SASP and the Kent State University school psychology student body to various professional associations and organizations relevant to the professional development of SASP members. Additionally, the local, state, & national liaison shall disseminate pertinent information from the following organizations to SASP members:

- Kent/Akron Association of School Psychologists (KAASP),
- Cleveland Association of School Psychologists (CASP),
- Ohio School Psychologists Association (OSPA),
- Student Affiliates in School Psychology (national chapter),
- National Association of School Psychologists (NASP),
- American Psychological Association, Division 16 (APA-Div. 16).

While membership and attendance at meetings for each of the above-mentioned organizations is not a requirement of this office, it is strongly encouraged as scheduling will allow. The student holding this office is expected to join each association's mailing list/listserv in order to stay abreast of current events for each professional organization.

Section 9:

The social & mentorship coordinator shall assume primary responsibility for organizing SASP social events, as well as coordinating the student mentorship matching process. These duties may be completed by committee(s) at the officer's discretion. Additionally, the social & mentorship coordinator shall:

- Recruit potential mentors for incoming students,
- Facilitate the matching of new students to mentors at the new student's request,
- Assess student satisfaction with mentorship services,
- Notify SASP members of mentorship services and how to access those services,
- Notify SASP members of upcoming social events,

- Coordinate the planning of SASP social events, including food, activities, etc.,
- Work with the GSS representative-SASP to secure funding for SASP social events, as deemed appropriate,
- Maintain SASP social event traditions (e.g., a monthly “Night Out,” the fall picnic, a holiday party, and an end-of-the-year party).

Section 10:

The first-year cohort representative shall serve as the primary liaison between SASP, the Executive Committee, and the first-year cohort. Since first-year students are not enrolled in the school psychology program at the time SASP elections are held each April, this officer will be elected early in the fall semester, prior to October 1st, by students in the first-year cohort to ensure adequate representation in SASP. Additionally, the first-year cohort representative shall:

- Solicit feedback from and encourage involvement of other first-year cohort members in SASP meetings and events,
- Be visible and available to students in the first-year cohort for questions and concerns, and
- Assume primary responsibility, in conjunction with the treasurer, for coordinating SASP fundraising events.

Section 11:

The doctoral representative shall serve as the primary liaison between SASP, the Executive Committee, and the doctoral students. Additionally, the doctoral representative shall:

- Solicit feedback and encourage involvement of other doctoral students in SASP meetings and events, and
- Be visible and available to students in the doctoral program for questions and concerns.

Section 12:

These elected officers shall form the Executive Committee.

Section 13:

All elected officers must meet all requirements for holding office as stated in the *Digest of Rules and Regulations* (<http://docwhiz.educ.kent.edu/digtoc.html>) and the *University Policy Register* (<http://imagine.kent.edu/policyreg/default.asp>).

Article V: Elections and Voting Procedures

Section 1:

All officers shall be elected by the active members of SASP to serve a term of one year. The term of office shall begin the first day of Intercession and continue through the end of the following spring semester for all officers except the first-year cohort representative (see Article V, Section 7). Annual elections shall be held during the month of April. The officers shall be elected by means determined by the chair and secretary (e.g., electronic voting).

Section 2:

Nominations of candidates for SASP officer positions shall be accepted from the floor of the meeting, or via e-mail message to the organization (SASP@kent.edu), or in any other manner determined appropriate

by the chair and secretary. Nominations may be made by active members only. Self nominations are permissible.

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by simple majority vote of those active SASP members who voted. Associate members are ineligible to vote for officers.

Section 4:

The order of succession shall be: (1) chair, (2) vice chair, (3) secretary, (4) treasurer.

Section 5:

Vacancies occurring in any of the elected offices shall be announced immediately to SASP members via the program's listserv. SASP members shall be invited to submit nominations for the vacant officer position(s), and an election shall be held to fill the vacant office for the remainder of the unexpired term. The nomination and election procedures shall be the same as the normal procedure for elections.

Section 6:

It shall be assumed that the vice chair will ascend to the position of chair at the conclusion of his/her term, uncontested. In the event the vice chair declines to assume the position of chair for the following year, current EC members will be eligible to be nominated and elected for the position of chair, and an election will be held for this office. In the event no members of the current EC are willing to run for the office of chair, nominations will then be open to all active SASP members.

Section 7:

Nominations for the first-year cohort representative shall be invited from members of the first-year cohort at the beginning of fall semester. Elections for this office shall be held in September, with the elected officer assuming his/her position no later than October 1st. The term of this office shall be for one calendar year, beginning October 1st and concluding on that date one year later. Only students in the first-year cohort shall be asked to vote for this officer, and nomination/election procedures for this office shall be determined by the chair and secretary. The first-year cohort representative shall be permitted to hold concurrent offices from the May following their election until the election of a new representative in October.

Article VI: Appointments

The chair shall appoint, with the approval of the executive committee, such positions and committees as may contribute to the successful operation of the organization. Examples include, but are not limited to, a constitution committee to amend this document, a fundraising committee, or a public service committee.

Article VII: Removal from Office

Any officer may be removed from office for failure to perform his/her prescribed duties, for actions that violate the purposes of the organization, or for actions that violate University rules and regulations.

Any full member of SASP may bring written charges to the executive committee. The executive committee must notify the officer against whom allegations have been raised and allow him/her sufficient time to prepare a response to those allegations.

Before the next meeting, the membership of SASP will be notified of the agenda items, including the charges against the accused officer, the officer's response to the charges, and the right of the membership to vote on the matter. Voting takes place by secret ballot, with a two-thirds majority of those in attendance at the meeting needed to carry the motion to remove the individual from office.

Due to the sensitive nature of such matters, electronic voting procedures, as prescribed in Article V: Elections and Voting Procedures of this constitution shall not be permissible, and all ballots must be submitted personally at the meeting.

Article VIII: Meetings

Section 1:

General membership meetings shall be held monthly, with additional meetings called by the chair as needed. Notice of additional meetings must be given to all members in the most timely manner possible, but not less than one week. The primary means of notification shall consist of using the program's listserv.

Section 2:

The Executive Committee shall meet when called by the chair.

Section 3:

Official notice of the informational meeting held for explaining nomination/election procedures for SASP officers and the election timeline will be provided to all active SASP members not less than two weeks prior to such meeting.

Section 4:

A quorum shall be defined as consisting of not less than five active members, including members of the Executive Committee. A quorum shall be necessary in order to conduct business.

Article IX: Funding

There are no dues associated with membership in SASP. Revenue is generated by fundraising activities and requests made of the available monies from the Graduate Student Senate.

Article X: Amendments

Section 1:

Amendments to this constitution may be proposed at any SASP meeting and must be submitted in writing to the Executive Committee and the membership. Once the amendment has been introduced and discussed, a motion to table the amendment until the next SASP meeting will be called for and those members not in attendance will be notified of the proposed amendment (via the SASP listserv).

At the subsequent SASP meeting, the proposed amendment will again be opened for discussion and a vote to approve the proposed amendment will be called. Members may vote in person at the meeting or

electronically as prescribed in Article V: Elections and Voting Procedures. In order for the proposed amendment to be adopted, a two-thirds majority of those SASP members who voted must be achieved.

Section 2:

Once approved by the membership, amendments to this constitution shall be submitted to the Office of Student Life of Kent State University.

Article XI: Jurisdiction

SASP is subject, as a registered student organization, to the rules, regulations and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the organization, including those of any national organization with which the organization is associated.