

School Psychology Student Association Constitution and Bylaws

Ed. S: School Psychology, University of Tennessee at Chattanooga, Chattanooga, TN

Proposed 08/27/2014

Approved 09/24/2014

Article I: School Psychology Student Association

Section 1. The name of this organization shall be School Psychology Student Association (hereafter referred to as SPSA) at the Ed. S: School Psychology, University of Tennessee at Chattanooga, Chattanooga, TN.

Section 2. The mission of the SPSA is to create an open environment for graduate students to engage in professional and personal growth. This mission is executed through the following objectives:

1. Create further awareness and understanding of the profession of school psychology
2. Foster social interaction and collaboration among graduate students, faculty, and community members
3. To present the UTC school psychology graduate students as a unified body
4. To allow students opportunities to share relevant resources and develop a mentorship program
5. Creating a networking opportunity for school psychology graduate students
6. Coordinating and promoting activities and fundraising events to support the goals of this organization

Article II: Membership

Section 1. Membership in the SPSA is open to all students currently enrolled in the school psychology program. While not required, student members are encouraged to join the National Association of School Psychologists (NASP). Students are no longer eligible for membership in SPSA following the completion of their degree within the school psychology program or if the student leaves the program before completion.

Section 2. All members of SPSA are required to complete the membership form. Information from the form is maintained by the Secretary of SPSA and will be used solely for member communication duties of the SPSA Executive Board.

Section 3. As part of the policy of SPSA there shall be no form or type of discrimination, whether it is due to race, color, religion, gender, sexual orientation, national origin, ancestry, or disability.

Article III: Leadership Structure

Section 1. The Executive Board is comprised of five positions. Each member of the Executive Board shall hold only one elected position at a time. The Executive Board members shall serve terms of one year, beginning in August and continuing until the following year.

Section 2. Offices

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Two Communication Officers

Section 3. The Officers shall be responsible for all administrative duties of SPSA. All executive committee officers are expected to regularly attend all SPSA meetings and events, and be available to the general SPSA members. The Executive Committee must carry out their assigned duties outlined in this constitution.

Article IV: Powers and Duties

Section 1. President

- A. Facilitate all SPSA meetings and events, provide leadership to the SPSA Executive Board, and enforce policies of the SPSA.
- B. Assist in the development of annual goals for the SPSA and ensure that the fiscal priorities reflect those objectives
- C. Disburse SPSA funds approved by the Executive Board
- D. Inform and consult with the faculty and administration of UTC

E. Uphold the provisions of this constitution

F. Respond to all issues and concerns expressed by students at UTC

Section 2. Vice-President

A. In the absence of the President, temporarily take the office during SPSA Executive Board meetings and project events

B. Assume primary responsibility, in conjunction with other Executive Committee Officers, for maintaining and updating the SPSA webpage on the school psychology program website.

C. Advocate for student membership by serving as the student liaison

D. Advise and support the Executive Board in decision making and project planning

*E. Act as incoming President, and assume position of President for the following year

Section 3. Treasurer

A. Develop and maintain an annual budget for the SPSA Executive Board

B. Prepare and present monthly budget updates to be presented during SPSA Executive Board meetings

C. Approve all expenditures in conjunction with the SPSA Executive Board

D. Assist in distributing funds approved by the Executive Board

E. Assist with fundraising efforts

F. Maintain accurate and detailed financial records of all SPSA revenue and expenditures

Section 4. Secretary

A. Assume responsibility for preparing SPSA meeting agendas prior to each SPSA Executive Board meeting

B. Maintain all records of SPSA

C. Take and distribute Executive Board meeting minutes to all SPSA members in a timely manner

- D. Maintain a record of attendance at all SPSA Executive Board meetings
- E. Assist the Vice-President with the maintenance of the SPSA website

Section 5. Communications Officers

- A. Promote and publicize the SPSA events
- B. Notify SPSA members of upcoming social events
- C. Coordinate the planning of SPSA social events and fundraisers
- D. Monitor the SPSA e-mail account and forward correspondences to appropriate officers

Article V. Organization Funds

Section 1. The Executive Board of the SPSA at UTC shall have control and supervision of all SPSA funds that originate from department funding. The SPSA shall have decision-making authority over the distribution and use of said funds.

Section 2. In the event that additional funding is obtained from private sponsors, donors, or fundraising events, the Executive Board of SPSA shall ensure that all additional funding is collected and distributed in accordance with the UTC policies and procedures. Following, the Executive Board of the SPSA shall have control and supervision of all funds as well as the decision-making authority over the distribution and use of said funds.

Article VI. Elections and Voting Procedures

Section 1. The Executive Board of the SPSA at UTC shall have control and supervision of all PPSA funds that originate from department funding. The SPSA shall have decision-making authority over the distribution and use of said funds.

Section 2. General membership meetings shall be held monthly, with additional meetings call by the President as needed. Notice of additional meetings must be given to all members in the most timely manner possible, but not less than one week.

Section 3. The Executive Board meetings will be coordinated by the President as needed.

Section 4. All meeting minutes shall be taken and provided by the Secretary of the SPSA. He/she will maintain these records and post them on the SPSA website in a timely manner.

Section 5. The Communication Officer must communicate to the membership any cancellations or postponements of meetings due to inclement weather or other extenuating circumstances.

Article VII. Elections

Section 1. Election Process

- A. All students interested in running for an elected office must submit a short position statement describing their interest in and qualification for such position to the Secretary of the SPSA by 1 week prior to elections of the current academic year.
- B. The Secretary of SPSA will create an electronic survey that includes all open offices, with the individual's position statement to vote on.
- C. This survey will be sent by email to all SPSA members for voting.
- D. The Secretary will analyze the results and report these results to the Executive Board.
- E. Announcement of election results will take place during the first membership board meeting of the current academic year.

Section 2. In the event that only one student runs for an elected position, elections for that position do not need to be held.

Section 3. A joint transition meeting will be held in September of the current academic year for the outgoing and incoming Executive Board of the SPSA. Following the meeting, the incoming Executive Board will take the full roles of their respective elected offices.

Article VIII. Removal from Office

Section 1. Any office 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.

Section 2. Any full member of SPSA may bring written charges to the Executive Board. The Executive Board must notify the officer against whom allegations have been raised and allow him/her sufficient time to prepare a response to those allegations.

Section 3. Before the next meeting, the membership of SPSA will notify members of the charges against the accused officer and the officer's response to the charges. The members will vote on the matter at the next meeting. It will take place by secret ballot, with a two-thirds majority of those in attendance to carry the motion to remove the individual from office.

Article IX. Funding

Section 1. There are no dues associated with membership in SPSA. Revenue is generated by fundraising activities and requests made of the available money from the Graduate Student Senate.

Section 2. If SPSA were to disband, the money left in the funds would go to the School Psychology department in order to purchase test kits and materials that would help enhance the program.

Article X. Amendments

Section 1. Any member of the SPSA may request an amendment to the Constitution of the SPSA.

Section 2. All requests for amendments to the Constitution of the SPSA must be made in writing to the President of the SPSA. Said request will be announced to the general membership prior to the next Executive Board meeting. Following, the requested amendments will be presented during the next regularly scheduled Executive Board meeting.

Section 3. The Constitution of the SPSA shall be amendable by a majority vote of the Executive Board.

Developed by the SPSA Executive Board on (08/27/2014).

Voted on and approved by the SPSA general membership on (09/24/2014).

Membership Form

School Psychology Student Association (SPSA)

Ed. S: School Psychology, University of Tennessee at Chattanooga (UTC), Chattanooga, TN

Membership in the SPSA at UTC is open to all students currently enrolled in the school psychology program. While not required, student members are encouraged to join the National Association of School Psychologists (NASP). Students are no longer eligible for SPSA membership following graduation from the school psychology program. Membership to SPSA is free.

To become a member of SPSA, please complete this membership form and return it to the SPSA Secretary Mandy Brandon at (nhq233@mocs.utc.edu). Information from the form will be maintained by the Secretary of SPSA at UTC and will be used solely for member communication duties of the SPSA Executive Board.

SPSA Secretary

(Mandy Brandon)

Email: (nhq233@mocs.utc.edu)

Name: _____

Address: _____

Email Address: _____

Contact Phone #: _____

Year in Program: _____

UTC ID: _____