

Constitution
STUDENT AFFILIATES IN SCHOOL PSYCHOLOGY
MICHIGAN STATE UNIVERSITY CHAPTER

ARTICLE I: NAME & PURPOSE

- Section 1. The name of this organization shall be Student Affiliates in School Psychology, Michigan State University chapter.
- Section 2. The purpose of this organization is preparing school psychology students for their future roles by providing relevant opportunities. Additionally, a goal of this organization will be to provide opportunities for connections between other members of SASP, both at Michigan State University and at other universities.

ARTICLE II: MEMBERSHIP

- Section 1. Any student enrolled at Michigan State University may be a member. This organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Only MSU Students may be officers and / or voting members.
- Section 2. A person becomes a member of this organization by expressing interest in joining by filling out a SASP membership form and paying their annual dues.
- A member remains in good standing in this organization by obeying the rules of the group written in the constitution.

ARTICLE III: OFFICERS & THEIR ELECTION

- A. Officers: The officers of the Student Affiliates in School Psychology (SASP) shall be a Chair, Vice-chair, Secretary, and Treasurer.
- Chair The chair shall have the power to establish and maintain operation procedures of the organization, in accordance with the SASP 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:
1. Facilitate meetings and events including preparing meeting agendas in conjunction with the other executive committee officers
 2. Serve as a general spokesperson for SASP as necessary
 3. Facilitate the planning and implementation of all elections and voting procedures while ensuring the integrity of all SASP elections and voting procedures in accordance with the constitution
 4. Assume primary responsibility, in conjunction with other executive committee officers, for maintaining and updating the SASP Google Drive SASP website
 5. Maintain and update the Executive Committee Handbook and transfer ownership to the following year's Chair
 6. Register SASP as an official student organization with the appropriate campus

offices

- Vice Chair 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:
1. Assume primary responsibility for any grant applications submitted by the organization.
 2. Assist the chair in the creation of meeting agendas including checking in with committee chairs monthly
 3. Assess the satisfaction and success of SASP Professional Development events
- Secretary 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:
1. Assume responsibility for SASP meeting minutes including preparation, distribution, and revisions
 2. Send/transmit any official SASP flyers, handouts, meeting reminders and publications
 3. Assist the chair in facilitating, implementing, and tabulating election and/or voting results
 4. Reserve an appropriate venue for monthly SASP meetings and other events
 5. Assist the chair with the maintenance of the SASP Google Drive and SASP website
 6. Register SASP as an official student organization with the appropriate campus offices
 7. Assume responsibility for the SASP email
- Treasurer 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 Michigan, and make financial reports at all SASP meetings. Additionally, the treasurer shall:
1. Collect annual membership forms and dues and maintain list of SASP members to be given to the secretary
 2. Develop and maintain an annual budget that reflects the annual goals and fiscal priorities of the organization
 2. Maintain accurate and detailed financial records of all SASP revenue and expenditures and ensure that the SASP account remains in good standing
 3. Review monthly financial statements from the financial institution with which SASP does business to ensure the accuracy of those reports
 5. Assume responsibility for making timely payments and reimbursements for all SASP business, including check-writing responsibility, in conjunction with the chair
 6. Transfer ownership of the SASP checking account, in conjunction with the chair, to the office holder and chair's names (once elected)
 7. Assist with fundraising efforts

These officers shall comprise the Executive Committee.

B. Election of Officers

1. The elections of officers shall be held two weeks prior to the April meeting
2. Any voting Representative Member of SASP at the time of election shall be eligible for any office. Additionally, any non-voting representative member of SASP who has attended a majority of the regularly scheduled meetings of the academic year shall be eligible for any office.
3. Any SASP member or school psychology graduate student who attended a majority of the meetings may nominate a school psychology graduate student or themselves for an executive board position. Nominations will be taken at the March meeting and through email. Nomination emails need to be sent to the executive committee at least 2 days before the scheduled election period begins.
4. A full term of office shall commence on June 1st of the election year and end on June 1st of the following year.
5. The newly elected executive committee selects the faculty advisor for the year of their term
6. No member shall hold more than one executive office at a time, and no member shall serve more than two terms in the same office.

ARTICLE IV: OPERATING PROCEDURES

Section 1. *Regular Meetings.* The Executive Committee and the Chapter Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings to each active member.

Special Meetings. Special Meetings can be called by the Chapter Advisor or the Executive Committee. The purpose of the meeting shall be stated in the call.

Quorum. Those active members present shall constitute a quorum for the transaction of business.

Section 2. The Chapter Advisor and Executive Committee shall have the power to establish and maintain rules of order for the organization, in accordance with this Constitution.

Section 3. Chapter committees shall consist of the committee chair and at least two additional active members. Committees shall be established by the Chapter. The titles and duties of the Committees shall be subject to change. Special committees may be established by the Advisor, the Executive Committee, or the Chapter. The Committees of the Chapter shall be:

The Executive Committee. The Executive Committee shall consist of the officers of the chapter and the Chapter Advisor. The Committee shall have general supervision of the Chapter between its business meetings, fix the hour and place of meetings, make recommendations to the Chapter, and shall perform such other duties as are specified in the constitution.

Fundraising Committee. The Fundraising Committee shall organize and carry out all fundraising events for the Chapter.

Multicultural Affairs Committee (MAC). The Multicultural Affairs Committee shall promote participation and reflection on events related to practices, beliefs, lifestyles, and societal issues pertinent to individuals and groups that are represented within school systems. This committee shall promote the active involvement of chapter members within the field of school psychology and provide salient opportunities for participation in activities related to diversity awareness. The committee shall also highlight important parts of their experience, as well as revelations about diversity and multicultural topics during the SASP general meetings. (Proposed January 26, 2012; Accepted February 16, 2012)

Outreach Committee. The Outreach Committee shall be committed to the arrangement of service projects.

Social Committee. The Social Committee shall make arrangements for all social activities of the Chapter.

Social Media Committee. The Social Media committee will be responsible for the planning, creating, and organizing of the SASP social media pages and SASP website under the direction of the Social Media Chair.

Student Support Committee. The Student Support Committee shall promote mentorship related activities and provide guidance to members within the chapter. In addition, this committee shall promote the active involvement of chapter members within the field of school psychology and provide professional developmental opportunities for chapter members. This committee will also be responsible for the recruitment of future school psychology students

ARTICLE V: AMENDMENTS

- Section 1. Any member of SASP may propose an amendment to this constitution.
- Section 2. Amendments must be submitted in writing at a SASP meeting to the SASP Executive Committee and its membership. The amendment will be described and discussed and then a motion will be made to table the amendment until the next SASP meeting so that members not in attendance are notified via the schoopsych listserv.
- Section 3. At the following meeting, the proposed amendment will be opened up for discussion and the SASP membership will vote on the amendment. Votes are made in person at the SASP meeting or electronically via e-mail. Emailed votes will only be considered within 3 business days of the SASP meeting in which the amendment was proposed. The proposed amendment will be adopted if two-thirds of the SASP members vote in its favor.

ARTICLE VI: ADVISOR

- Section 1 Selection of Advisors
Nominations for advisor will take place within the Executive Committee. The Executive Committee will choose the advisor by a majority vote, and invite him/her to serve as the advisor for the next academic year. As part of the nomination process, members of the Executive Committee may meet with School Psychology Faculty to discuss participating as the SASP advisor.
- Section 2 Qualifications
A full time faculty member of the Michigan State University School Psychology Program will serve as advisor to the organization.
- Section 3 Terms of Offices
During Officer Elections, SASP members will vote on whether to re-establish the Advisor's term or not. The vote must constitute two-thirds of those voting in order to retain the Advisor for the next academic year. Members of the Executive Committee may meet with the Advisor and other School Psychology Faculty to discuss whether the current Advisor would like to continue participating as the Advisor for the next academic year.
- Section 4 Roles and Duties of Advisor
The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Michigan State University policy.
- Section 5 Removal of Advisors
If an advisor steps down or cannot fulfill their role as advisor, the Advisor may be removed at the recommendation of the Advisor or the Executive Committee and by a majority vote of the active membership. ^{[[1]]}_{SEP}
- Section 6 If an Advisor steps down or is removed, the Executive Committee will follow the process stated in Article VI Section 1.