

# **CONSTITUTION OF School Psychology Society**

## **ARTICLE I.**

### **NAME**

Section 1. The name of this organization shall be School Psychology Society.

## **ARTICLE II.**

### **OBJECT OR PURPOSE**

The purpose of this organization shall be to promote awareness of the discipline of School Psychology and the founding of the School Psychology Doctoral Program at Minnesota State University, Mankato by encouraging education and community involvement.

## **ARTICLE III.**

### **MEMBERSHIP**

Section 1. Membership in this organization is available to: 1. Undergraduate students with a cumulative (overall) GPA of 3.0 or higher and who are interested in the field of School Psychology, 2. and graduate students admitted into the School Psychology Doctoral Program.

Section 2. State how membership will be established:

- a. Members must first submit an application to the School Psychology Society (SPS). The SPS Board will review the applications and determine membership by requirements listed in Article III Section 1 and by majority vote. Members will be notified of acceptance upon receiving a formal letter from the School Psychology Society (SPS).
- b. A faculty member from the School Psychology Program will serve as the School Psychology Society faculty advisor.

Section 3. State what type of vote is required if membership is extended by voting:

- a. Candidates for membership must be approved by a majority of the current membership.

Section 4. When membership dues are required, state that dues will be collected and when they will be collected.

- a. Biannual membership dues in the amount of ten dollars will be collected by September 31<sup>st</sup> and January 31<sup>st</sup> or upon initial acceptance.

Section 5. If honorary membership is permitted, indicate how membership is bestowed and if there are any limits on honorary membership.

- a. Honorary membership may be conferred upon any Faculty member by a unanimous vote of those present at a regular meeting.

Section 6. Members are expected to complete 8 hours of participation per academic year.

## **ARTICLE IV. OFFICERS**

Section 1. Designate the organization's officers.

- a. The officers of this organization shall be President (Cassandra Schreiber), Vice President (Rachel Burlet), Secretary (Carrington Riss), Treasurer (Megan Johnson), and Public Relations (Nicketa Coombs).

Section 2. State the duties of each officer.

- a. President
  - Responsible for when the meetings will occur and where the meeting will occur. They are also responsible for determining the goals of the society for that year. The president will also be responsible for having direct communication with the program director affiliated with the society. The president also has a final say in the society's expenditures.
- b. Vice President
  - This officer is responsible for any duties assigned to them by the president. They are also responsible for taking over the duties of the president should the president resign or is unable to fulfill their role as president. The vice president is in charge of the society's credit card should the treasurer be incapacitated.
- c. Secretary
  - This officer is responsible for keeping meeting notes and meetings, informing people of upcoming meetings, informing people that they are in the society, and revisions in any documents that are vital to the society.
- d. Treasurer
  - They are responsible for collecting membership dues, overseeing funding for the society, and budgeting for the society. They will be co-signers for checks written, and is the only one that can have access to the society's account. The president gives final say on expenditures and the vice president is responsible for credit card when treasurer is incapacitated.
- e. Public Relations
  - This officer is responsible for promoting the program and developing ideas to getting the society and School Psychology program recognized. They are responsible for organizing events and getting in touch with important sources (radio stations, newspaper, and heads of community organizations).

Section 3. Define the date of election and the length of the term of office.

- a. All officers shall be elected by secret ballot at the last meeting in May and shall continue in office for one calendar year.

Section 4. State the method of election.

- a. All candidates are to fill out an application or be nominated one week prior to election. Candidates will be announced prior to voting at the final meeting in May. All members will be eligible to vote.

Section 5. Voting.

- a. All votes will be anonymous. A candidate must receive a majority of votes of those present-and-voting to be elected to office.

Section 6. State how office vacancies may be filled.

- a. If a vacancy occurs, it shall be filled at a special meeting called for the purpose of electing the officer. Members shall be given at least forty-eight hours notice of this special meeting.

Section 7. Officer Eligibility.

- a. Officers must be in good academic and disciplinary standing at the time of their election and remain in good standing during their tenure in office.
- b. Graduate students must maintain an ongoing GPA of 3.0 or higher. Undergraduate students must maintain an ongoing GPA of 3.5 or higher.

Section 8. Removal from Office.

- a. Any officer who has failed to fulfill their responsibilities may be removed by a two thirds vote of the entire membership during a special meeting held for this purpose. A petition for the removal of an officer must be submitted to the entire membership at least one week prior to the special meeting and all parties concerned shall have the opportunity to present their case. Proceedings in such cases shall be confidential. A vacant office shall be filled according to Section 7.

## **ARTICLE V. MEETINGS**

Section 1. State how often meetings shall be held.

- b. The School Psychology Society meetings will be held bi-weekly.

Section 2. State the provisions for special meetings.

- a. Special meetings may be called by the President or any three members provided that all members have been notified at least twenty-four hours in advance.

Section 3. State the percentage of voting members needed for a quorum.

- a. Fifty-one percent or more of the voting membership is necessary to constitute a quorum.

**ARTICLE VII.** (if necessary)  
**COMMITTEES**

Section 1. Special Committees can be established by appointment or by a majority vote of the membership.

**ARTICLE VIII.**  
**PARLIAMENTARY AUTHORITY**

State which type/style of parliamentary authority will be used during meetings and where the type/style can be found.

- a. Meetings will be run by parliamentary authority as defined in Robert's Rules of Order, Revised.

**ARTICLE IX.**  
**FINANCES**

Section 1. State the source of funds.

- a. Membership collected biannually or upon initial acceptance.
- b. Contributions and fund raising.

Section 2. State the method of the expenditure of funds.

- a. All funds are to be deposited with and expended through the MSU Business Office or by an authorized checking account at the MSU on-campus bank branch.
- b. Funds shall be expended upon the authorization of the organization by a majority vote of those present or in case of an emergency, expenditure upon the authorization of the Executive Board and the approval of the Advisor.
- c. The School Psychology Society checking account will require the signature of the Treasurer and Faculty Advisor.
- d. If an organization has an income of more than \$500.00 per year, it must have an account with the MSU Business Office (SLD&SL can assist organizations with the necessary paperwork to establish an account with the MSU Business Office.)

Section 3. State provisions for an audit of funds.

- a. An audit may be conducted at any time in compliance with current University policy. A special audit can be undertaken upon a vote of the majority of the members present at any regular meeting or at the discretion of the Executive Board and/or Advisor.

**ARTICLE X.**

## **READING OF THE CONSTITUTION**

Section 1. State provisions for the reading of the constitution (and by-laws).

- a. The constitution (and by-laws) shall be read/distributed to all members at the first meeting of each year.

Section 2. Make provisions for the distribution of copies of the constitution (and by-laws).

- a. Each new member shall receive a copy of the constitution (and by-laws) at the time they are accepted for membership.

## **ARTICLE XI.**

### **ADVISORS**

Section 1. State provision for the selection of advisors.

- a. One advisor shall be selected by the School Psychology Society.
- b. The advisor must be approved by SLD&SL.
- c. The advisor must be a University Faculty/Staff member.

Section 2. List the Advisor's duties.

- a. The duty of the advisor will be to assist and oversee decisions and transactions of the School Psychology Society. Advisors will assist in facilitating an appropriate learning experience for members of the society.

## **ARTICLE XII.**

### **METHOD OF AMENDMENT**

Make provisions for amending the constitution.

- a. This constitution may be amended at a regular meeting by a two-thirds vote of all members. The proposed amendment(s) shall be submitted in writing to all members of the organization at least seven days before being voted upon.