

STOUT STUDENT AFFILIATES IN SCHOOL PSYCHOLOGY

University of Wisconsin-Stout

Constitution

PREAMBLE

We, the student affiliates in school psychology at the University of Wisconsin-Stout, do hereby ordain the articles, statues, amendments, and bylaws of this constitution for our governing body.

ARTICLE I

NAME

The name of this association shall be the “Stout Student Affiliates in School Psychology” also referred to as “SSASP”.

ARTICLE II

PURPOSE

The purpose of this association shall be to provide support, professional development, philanthropic, and social opportunities for students currently in our School Psychology program. SSASP also works towards recruiting, retaining, and mentoring new students to the School Psychology program at the University of Wisconsin-Stout, as well as increasing awareness of school psychology as a profession.

The goals and objectives of the SSASP are:

1. Provide a network of support to all students in the program. This includes an open line of communication between faculty, staff, and students to discuss issues relevant to the field and the program itself. Additionally, SSASP provides opportunities for students to connect with one another through monthly social activities.
2. Create a forum for students to share ideas, opportunities, and knowledge of resources and issues relevant to the field of school psychology (i.e. careers, internships, practicum, conference opportunities, etc.).
3. Assist the children and families in our community through involvement in philanthropic activities.
4. Form connections with other student organizations at the University of Wisconsin-Stout, National SASP, and other professional organizations.
5. Work towards increasing awareness of the field of school psychology as a profession through talks with psychology clubs, psychology classes, and university career days. Additionally, SSASP will work with the faculty to assist in continuing to recruit outstanding students to the School Psychology program at the University of Wisconsin-Stout.

ARTICLE III MEMBERS

Eligibility for membership in this association shall be extended to all current students in the School Psychology Program at the University of Wisconsin-Stout.

ARTICLE IV OFFICERS AND ORGANIZATION

SECTION 1 QUALIFICATIONS

- 1.1 Any UW-Stout student enrolled in, or preparing for a program of study that qualifies the student for a career in, school psychology. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and offices shall not discriminate for or against any person by reason of age, sex, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry, or physical/cognitive challenges.

SECTION 2 EXECUTIVE COUNCIL

- 2.1 President: the duties of the president shall include carrying out the policies of the association, appointing all committees of the association, exercising general supervision over the activities of the association, and presiding at meetings of the association and executive committee. The president shall be a member ex officio of all committees.
- 2.2 Vice President: the duties of the vice president shall include those usually appertaining to the office and those delegated by the president. In the absence of the president, the vice president shall serve in the president's stead.
- 2.3 Secretary: the duties of the secretary shall include keeping record of all proceedings and correspondence of the association, preparing and overseeing the preparation of newsletters for distribution to the faculty if such shall be desired, maintaining official contact with Division 16 (SASP). It shall be the duty of the secretary to provide the secretary-treasurer of the association the names of officers of the association and the association by-laws and to conduct the correspondence of the association with the secretary-treasurer. In the absence of the president and vice president, the secretary shall preside at meetings of the association.
- 2.4 Treasurer: the treasurer shall keep an accurate record of all funds received and disbursed. At the request of the executive council, the treasurer shall prepare an annual association budget and report of finances, and submit them for approval. It shall be the duty of the treasurer to remit to the association and/or to the applicable conference any dues collected on behalf of the association. In the absence of the president, vice president, and secretary, the treasurer shall preside at meetings of the association.
- 2.5 Social Coordinator: the duties of the social coordinator include been responsible of organizing and coordinating the social functions (student mixers, faculty and

- student outings, etc) of the association including set up and resolution.
- 2.6 Public and Service Coordinator: the duties of the public and service coordinator include organizing the community and campus service of the association. The PSC shall be in constant correspondence with local agencies to be informed of their upcoming service activities. The PSC is responsible in constructing and maintaining the webpage for the association.
- 2.7 Past President: shall chair the nominations committee and be recognized as Ex-Official.

SECTION 3 TENURE

- 3.1 The Executive Council shall serve a term of one year. All officers shall have unlimited tenure, if unopposed at the time of election, must be reinstated with an affirmation of the majority of active members, or by proxy, at the end of each calendar year.

SECTION 4 VACANCY

- 4.1 Vacancy in an office occurring during a term shall be filled by appointment by the association's Executive Council. The selected officer shall hold office for the remainder of the term to which appointed. The incomplete term shall not apply towards any applicable term limits for the position.

SECTION 5 REMOVAL

- 5.1 Officers can be removed for failure to fulfill the duties of their office by a 2/3 majority of quorum of the Executive Council.

SECTION 6 ADVISOR(s)

- 6.1 The advisor for the Stout Student Affiliates in School Psychology shall be a member of the faculty or administrative staff of the University. The advisor(s) will serve as a liaison between the Stout Student Affiliates in School Psychology and the University faculty staff and administrative staff, and shall be a member of the Executive Council.

**ARTICLE V
COMMITTEES**

SECTION 1 QUALIFICATIONS

SECTION 2 STANDING COMMITTEES

- 2.1 The Executive Council is a standing committee and comprised of the members outlined in Article IV, Section 1. The Executive Committee will meet at least twice a year to carry out the purpose of the association and quorum shall be set at three voting members.
- 2.2 The Nominations Committee is a standing committee of the association and chaired by the Past President of the Association and will prepare a slate of officers for vote at the annual elections.

SECTION 3 MEMBERSHIP COMMITTEE

- 3.1 The membership committee shall regularly recruit new members and encourage the maintenance of membership. Working with the treasurer and other applicable association officers, the committee shall promote the establishment of a dues deduction plan and other appropriate plans to encourage membership recruitment and maintenance.

SECTION 4 ADHOC COMMITTEES

- 4.1 The Chair, upon approval of the council may create other committees as necessary to carry out the purpose of the association membership.

**ARTICLE VI
ELECTIONS**

SECTION 1 PROCEDURES

- 1.1 Elections shall be held at least one month prior to the end of the fiscal year, June 30th. Any official member may nominate a candidate for office and winners are declared with a margin of 50% of the vote's case, plus one. Recall elections can be called by a 2/3's vote of the active membership.
- 1.2 The past President and Nominations Committee shall prepare a slate of officers to be approved upon vote of the membership.

SECTION 2 SPECIAL ELECTIONS AND APPOINTMENTS

- 2.1 Vacancy in an office occurring during a term shall be filled by interim appointment by the association's Executive Committee.

**ARTICLE VII
MEETINGS**

SECTION 1 MEETINGS

- 1.1 The Executive Council shall meet monthly.
- 1.2 All meetings shall be open to the public.

SECTION 2 SPECIAL MEETINGS

- 2.1 The Chairman of the Executive Council shall have the right to call a special meeting when deemed necessary at a chosen day, time, and place.

SECTION 3 QUORUM

- 3.1 Quorum for meetings and elections shall be a minimum of 3 officers and 5 voting members of the entire membership.

SECTION 4 RULES OF PROCEDURE

- 4.1 The standard rules of parliamentary procedures shall follow Roberts Rules of Order.

**ARTICLE VIII
FINANCES**

SECTION 1 FISCAL YEAR

- 1.1 The fiscal year of the association runs from July 1st of each year until June 30th of the following year. The Executive Committee must submit a proposed budget to the association by June 1st of each year. The association must approve an annual budget by July 1st of each year.

SECTION 2 MEMBERSHIP DUES

- 2.1 The association may establish association dues. Any association dues will be established by a secret ballot vote conducted among voting association members. The vote may be conducted either by mail ballot or, after reasonable notice, at a regular or special membership meeting.

SECTION 3 FUNDING

- 3.1 The association's programs may be funded through a variety of sources including but not limited to Alumni donations, fees from events, donations to the association, and approved development activities.

ARTICLE IX
DISSOLUTION

Upon dissolution of the association, its assets shall be distributed to the association, a charitable and/or educational organization.

ARTICLE X
PROVISIONS FOR BYLAWS

Bylaws to this Constitution may be created and adopted in accordance to amendment procedures.

ARTICLE XI
AMENDMENTS

Amendments may be made to these bylaws by 3/4's vote of the active association membership. The adopted amendments shall become effective immediately upon approval.

ARTICLE XII
RECOGNIZED ORGANIZATION

SECTION 1 **UNIVERSITY ORGANIZATION**

- 1.1 As a recognized student organization at University of Wisconsin-Stout, the SSASP will observe the rules and regulations established by the university.

SECTION 2 **NATIONAL AFFILIATION**

- 2.1 As a nationally recognized chapter, the SSASP will observe the rules and regulations established by the American Psychological Association (APA), Division 16.