

THE FLORIDA STATE UNIVERSITY  
STUDENT AFFILIATES IN SCHOOL PSYCHOLOGY  
MISSION STATEMENT

As committed members of Student Affiliates in School Psychology (SASP), we aim to promote school psychology graduate students' professional development through collaboration with others, providing resources to the community, and promoting ethical and social responsibilities to the specialty.

REVISED SUMMER 2020

**PREAMBLE**

We, the members of the Student Affiliates in School Psychology (SASP), at The Florida State University (FSU) Chapter, promote the professional development of school psychology graduate students and keep them informed of current issues in the field of school psychology. We, do hereby adopt and establish the following Constitution.

**ARTICLE I  
NAME**

The name of this organization shall be Student Affiliates in School Psychology or SASP.

**ARTICLE II  
AFFILIATIONS**

While this organization is a recognized local chapter of the national parent organization, Student Affiliates in School Psychology ([www.sasp.addr.com](http://www.sasp.addr.com)), the Florida State University chapter recognizes its allegiance with the National Association of School Psychologists (NASP), American Psychological Association Division 16 (APA-Div.16), and the Florida Association of School Psychologists (FASP).

**ARTICLE III  
PURPOSE**

**Section A Purpose**

The purpose of SASP shall be to present FSU school psychology graduate students as a unified body in order to discuss issues and concerns that affect students, both professionally and academically. SASP shall also:

- Provide opportunities to develop and nurture leadership skills
- Allow student mentorship and occasions for sharing relevant resources
- Foster professionalism during training
- Institute a means to affect changes within the department/program
- Sponsor speakers and extracurricular training
- Establish links with professional organizations and school psychology professionals in the community
- Afford networking opportunities for school psychology graduate students

**Section B Promotions**

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

### **Section C      Communication**

To provide an integrated communication network for graduate students concerning:

- Legislative issues that impact the future of our profession
- Professional and ethical issues
- Internship and employment opportunities
- Shared concerns across a variety of topics

### **Section D      Recruitment**

To actively recruit undergraduate students to the field of school psychology by:

- Better informing undergraduate students of our discipline
- Talking with psychology clubs and/or classes
- Participating with booths at university career days
- Dispersing advertisements and information through a variety of media

### **Section E      National Support**

To provide quality service to students and programs throughout the United States by:

- Inviting members to participate in annual meetings of SASP
- Providing students with a forum in which issues can be brought up and discussed
- Leading students to a nationwide support system

### **Section F      Profession Development**

To support and foster professional development and facilitate the growth of leadership skills among members by:

- Promoting and supporting participation in state and national conventions
- Providing professional workshops to SASP members
- Fostering ongoing communication and networking at a local, state and national level

## **ARTICLE IV MEMBERSHIP**

### **Section A      Enrollment**

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

Full membership shall be automatically granted to those students enrolled with a minimum of 6 graduate credit hours. Once a student graduates or otherwise leaves the school psychology program at FSU, his or her active membership in SASP shall cease and alumnus status will begin.

## **Section B     Members Outside of School Psychology**

Associate membership is open to any FSU 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. Membership is limited to currently enrolled FSU students.

## **Section C     Voting Privileges**

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.

## **Section D     Membership Revocation**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution and or University policies. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a two-thirds majority vote of eligible members. Revocation of membership will be valid for at least one semester.

## **Section E     Appeals**

Any student whose membership is revoked will have seven calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee\*. This committee consists of three Executive Committee members and two general members. This committee will then render a decision at the next general body meeting or in seven calendar days, whichever occurs first.

\* Appeals Committee needs to be voted upon and put in place BEFORE any revocations occur.

## **Section F     Hazing**

No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>.

This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

**ARTICLE V**  
**FUNDING**

**Section A     Membership Dues**

Membership dues shall be thirty (30) dollars per academic year. Membership dues will be collected at the first meeting of the fall semester. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

**Section B     Authorized Purchases**

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Vice President, Treasurer, and FSU Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

**Section C     Bank Account Information**

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

**Section D     Donations of Funds**

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to a charity decided upon by a vote. A two-thirds majority of those SASP members who voted must be achieved.

**ARTICLE VI**  
**ELECTION AND VOTING PROCEDURES**

**Section A     Expectations**

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 continues through the end of the following spring semester for all officers. Annual election shall be held during the month of April; except for the President-elect which will be elected in the month of October (Article VII.A.4). The officers shall be elected by means determined by the executive board.

## **Section B Nominations**

Nominations for candidates for SASP officer positions shall be accepted from the floor of the meeting, by email message to the Secretary, or in any other manner determined appropriate by the President and Secretary. Nominations may be made by active members only. Self-nominations are permissible.

## **Section C Procedure**

Voting shall take place after the close of nominations for each office. Officers shall be elected by simple majority votes of those active SASP members who voted. Two-thirds of the SASP membership must have voted in order for an election to be considered official (Article V.A.4). Associate members are ineligible to vote for officers. The President shall abstain from any vote in all decisions affecting the organization. The President shall only vote in the event of a tie, in which their vote will act as the tie-breaker.

## **Section D Structure of the Executive Board**

The order of succession shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer

## **Section E Eligibility**

For the offices of President, vice-President, Secretary, Treasurer, Event and Programming Committee, Professional Liaison, Outreach Committee, and Conference Liaison the elected officer must be on track to have completed two semesters of graduate study within FSU school psychology program by the end of the semester in which voting is taking place. No member of the Executive Board may be able to hold more than one office, including the President-elect (Article VI.A.4).

## **ARTICLE VII MEETINGS**

### **Section A Meeting Protocol**

1. General membership meetings shall be held monthly, with additional meetings called 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. The primary means of notification shall consist of using the program's listserv.
2. The Executive Board shall meet when called by the President.

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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 one week prior to such meeting.
4. Quorum shall be established at the beginning of all voting meetings. A quorum shall be defined as consisting of not less than 2/3 the average meeting attendance. Average shall be established as the addition of the three most recent meetings divided by 3. For voting meetings that do not have an established average (i.e., three prior meetings), Quorum shall be defined as consisting of not less than 2/3 of the overall chapter membership.

**Section B      Attendance at meetings**

All members will be expected to attend every meeting of SASP. If any member misses more than three meetings they could face suspension or expulsion from SASP effective immediately if no excusable reason was given to the President or vice-President of SASP. After the second meeting without a proper excuse the President or Secretary will have to notify the member of the possible expulsion/suspension from SASP.

**ARTICLE VIII  
OFFICERS**

**Section A      Duties of the Executive Board and Qualifications**

1. The Executive Board shall be comprised of the following officers: President; Vice-President; Secretary; and Treasurer.
2. The officers shall be responsible for all administrative duties of SASP. All Executive Board 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.
3. All officers of SASP shall be enrolled full time at the Florida State University and possess at least a 3.0 grade point average.
4. In the fall semester, the first-year cohort will be expected to nominate a First-Year Liaison for election from their cohort. This elected member will join the executive meetings after their election and participate as a member of the executive meeting without being a member of the executive board. They will take this opportunity to learn how the organization works and prepare the transition of the current executive board to the newly elected board in the following spring.

**Section B      Duties of the President**

1. The President shall have the power to establish and maintain operation procedures of the organization, in accordance with this constitution, to call meetings, and answer for all actions of the other officers.

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2. Coordinate with all SASP members prior to the fall semester as President to design SASP merchandise. He or she will be responsible for the ordering and distribution of final products. Furthermore, this responsibility can be delegated to a willing member of the Executive Board, as per the President's discretion.
3. Additionally, the President shall:
  - Assume responsibility for preparing SASP meeting agendas
  - Propose a set meeting schedule within the first two weeks of their Fall semester as President to be revised and voted on by the Executive Board
  - Facilitate meetings and events by securing meeting place, and provide meeting reminders
  - 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 Organization and Leadership Services (OLS, 850-644-6673) as a Recognized Student Organization (RSO) prior the Fall semester as President
  - 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 for the appointment of a student member of SASP for the creation and maintenance of the SASP webpage on the school psychology program website and listserv

**Section C     Duties of the Vice-President**

1. Assist the President with all administrative duties and assume those duties in absence of the President.
2. Act as a SASP representative in the event that the organization pursues funding from the Congress of Graduate Students (COGS), alongside the Treasurer.
3. Support all social, fundraising, and volunteer activities. Furthermore, he/she will attend all committee meetings and be involved in all communications of those committees (e.g., Cc'd on all email correspondences).
4. Maintain a digital archive of all documents (e.g., SASP Canvas page, Google Docs or something similar) with the support of the meeting minutes provided by the Secretary. This includes, but is not limited to, the archival of email templates, past flyers and posters, photos, meeting minutes, and all other relevant documents to SASP.
5. Additionally, the Vice-President shall:

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- Advocate for the SASP membership as its' representative by serving as the student liaison at school psychology faculty meetings to discuss issues, concerns, comments, and questions of the SASP membership
- Recruit potential student mentors for incoming students
- Facilitate the matching of new students to mentors (e.g., 2<sup>nd</sup> Year Buddies)
- Assess student satisfaction with the mentorship services

**Section D     Duties of the Secretary**

1. Maintain accurate and detailed records of all business and affairs, including membership attendance at SASP meetings.
2. Maintain and monitor social media outlets (e.g., Facebook, Instagram, etc.), including the authorization of individuals with administrative powers.
3. Notify all SASP members of all upcoming activities (meetings, social events, fundraising opportunities, etc.) no less than two weeks in advance for each set date and remind no less than 24 hours in advance
4. Additionally, the Secretary shall:
  - Prepare, distribute, and revise meeting minutes and pass these documents to the Vice-President to assist with historian duties
  - Send/transmit any official SASP flyers, handouts, and publications to the general membership
  - Assist the President in facilitating, implementing, and tabulating election and/or voting results; reserve an appropriate venue for monthly SASP meetings
  - Keep and distribute to the SASP body an accurate list of the phone numbers and email addresses of all SASP members

**Section E     Duties of the Treasurer**

1. Receive and distribute SASP funds upon the authorization of the President, in accordance with the financial rules and regulations of the University and the laws of the state of Florida, and make financial reports at all SASP meetings.
2. Act as a SASP representative in the event that the organization pursues funding from the Congress of Graduate Students (COGS), alongside the Vice-President.
3. Work with the Event and Programming Committee to assist in planning the logistics (date, place, time, location, etc.) of all fundraising activities
4. Additionally, the Treasurer shall:
  - Maintain accurate and detailed financial records of all SASP revenue and expenditures
  - Review monthly financial statements from the financial institutions with which SASP does business to ensure the accuracy of those reports

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- 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 President
- Transfer ownership of SASP checking account, in conjunction with the President, to the following year's President and Treasurer, once elected

**Section F      Duties of the Event and Programming Committee**

1. The Event and Programming Committee shall assume primary responsibility for organizing SASP social events. These duties may be completed by committees at the officers' discretion.
2. Serve as the primary coordinators of all social, volunteer, and fundraising activities and work, in conjunction with the Treasurer, to plan all fundraisers.
3. Notify all SASP members of all upcoming activities by working with the Secretary to advertise all events as they see fit. Furthermore, they will be primarily responsible to notify all SASP members of all upcoming activities no less than two weeks in advance and remind no less than 24 hours in advance for each set date
4. Additionally, the Programming Committee shall:
  - Coordinate the planning of SASP social events, including food, activities, etc.
  - Work with the Treasurer to secure funding for SASP social events, as deemed appropriate
  - Maintain a monthly SASP social event calendar
  - Collaborate with Outreach Committee on SPAW events

**Section G      Duties of the Marketing Chair**

1. Create flyers, handouts, and other marketing materials for social, volunteer, and fundraising events.
2. Facilitate and plan a bi-annual newsletter to be published by SASP highlighting program activities, including information regarding incoming and exiting cohorts (e.g., undergraduate studies and internship placements).
3. Send/transmit any official SASP flyers, handouts, and publications to the Secretary.
4. Work with the Programming Chair to assist in advertising all events, and soliciting participation from all SASP members.

**Section H      Duties of the Professional Liaison**

1. Collect and organize internship information to present to current SASP members

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2. Collect and organize information on all current Graduate Assistantship positions at FSU
3. Collaborate with FSU School Psychology Alumni to create a nationwide professional network
4. Conduct semi-annual exit survey of internship experience for current third year students

**Section I      Duties of the Outreach Committee**

1. Plan events for School Psychology Awareness Week (SPAW). This includes, but is not limited to, soliciting student involvement in areas of school psychology awareness.
2. Reach out to College of Education and Psychology departments to coordinate potential outreach opportunities.
3. Represent SASP when participating in outreach opportunities with departments at the university, or within the community.
4. Establish/maintain ongoing relationships with local professionals in the area. Collaborate with professionals to present at SASP meetings.

**Section J      Duties of the Conference Liaison**

1. Represent SASP and the FSU school psychology student body to various professional associations and organizations relevant to the professional development of SASP members as the Conference Liaison.
2. Encourage members to attend conferences and keep a record of conference attendance.
3. At the local and state level, he/she will be responsible for disseminating pertinent information from FASP and SASP. The student holding this office will be expected to join each association's mailing list/listserv in order to stay abreast of current events for each professional organization.
4. If the student holding this office does not hold the NASP coordinator role, they will be responsible to inform the NASP coordinator about the decisions of SASP relating to NASP or any NASP related events.
5. Additionally, the Conference Liaison shall:
  - Coordinate with the Programming chair to plan a dinner at FASP
  - Coordinate with the Secretary to properly advertise the FASP dinner to all SASP members, faculty, and interested Alumni.
  - Help students with any concerns or questions relating to any professional conferences
  - Organize the gift basket for the silent auction at FASP.

**Section K      Duties of the First-Year Liaison**

1. Serve as the primary liaison between SASP, the Executive Board, and the first-year cohort.

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2. Additionally, the First-Year Liaison 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

**ARTICLE VIII**  
**APPOINTMENTS**

**Section A     Committees**

The President shall appoint, with the approval of the Executive Board, 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 or a public service committee.

**Section B     Council Membership**

Each member of the Executive Board will be allowed with the President's or Vice-President's approval to make a council made up of current SASP members on their own. These positions will be volunteer based and will only be active for as long as the executive member needs them. There is no limit to the amount of students allowed into each group. A member of SASP can join up to two committees at any one time.

**ARTICLE X**  
**OFFICER VACANCIES**

**Section A     Removal**

Any officer may be removed from office for failure to perform his or 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 Board. The Executive Board must notify the officer against whom allegations have been raised and allow him or 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 first by the current executive board. If at least one member of the Executive Board member votes to remove the officer, at the next meeting all the members of SASP will have a secret ballot vote. If the officer has a vote of 2/3 called for expulsion they will be asked to step down or forcibly removed from the Executive Board.

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Due to the sensitive nature of such matters, electronic voting procedures shall not be permissible and all ballots must be submitted personally and anonymously at the meeting.

**Section B      Resignation**

Officers no longer wishing to serve on the board must submit their resignation to the President at least two weeks in advance. Prior to the officer's final day he or she shall provide all documents relating to the organization and brief his/her replacement of current projects in his or her care.

**Section C      Filling Vacancies**

Vacancies occurring in any of the elected offices shall be announced immediately to SASP members via email. 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.

**ARTICLE XI**  
**FACULTY SPONSOR**

**Section A      Appointment**

The Faculty Sponsor, also known as an advisor, shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he or she must be a current full-time FSU faculty or staff member.

**Section B      Re-Appointment**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a two-thirds majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

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**ARTICLE XII**  
**PUBLICATIONS**

1. The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution. All advertisements of the organization must comply with the University Posting Policy (<http://posting.fsu.edu>).
2. Bi-annual newsletter will be published by SASP highlighting program activities, including information regarding incoming and exiting cohorts (e.g., undergraduate studies and internship placements).

**Article XIII**  
**AMENDMENTS**

Amendments to this constitution may be proposed at any SASP meeting and must be submitted in writing to the Executive Board 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 or email.

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. In order for the proposed amendment to be adopted, a two-thirds majority of those SASP members who voted must be achieved.