

CONSTITUTION OF THE SCHOOL PSYCHOLOGY STUDENT ORGANIZATION (Founded 2006)

Article I. Definition of Key Terms

Constitution: The primary document of The University of Toledo School Psychology Student Organization, which serves as the basic charter to guarantee rights and powers to the members.

Organization: The term which designates and refers to the School Psychology Student Organization.

Article II. Name and Office

Section 1. Name

Name of the organization shall be School Psychology Student Organization at the University of Toledo and hereafter in this document shall be referred to as SPSO; which shall be a not-for profit organization.

Section 2. Office

The Organization shall maintain a permanent office in the Department of Counselor Education and School Psychology, The University of Toledo.

This organization shall abide by all official University Policies pertaining to Student Organizations, as well as the Student Code of Conduct.

Article III. Mission of the Organization, Limitations and Dissolution

Section 1. Mission

The mission of the Organization shall be to promote professional growth of students in the School Psychology Program, to educate students and the community about the services and practice of psychology in the schools, to better prepare the school psychology community to serve the mental health and education needs of all children and youth in a multicultural society, and to provide an opportunity for school psychology students to develop leadership roles.

Section 2. Limitations

The Organization shall be nonprofit, nonpartisan and nonsectarian in its purposes and activities.

Section 3. Dissolution

The Organization shall use funds only to accomplish the objectives and purposes specified in the Constitution, and no part of said funds shall inure to or be distributed to the members of the Organization. On dissolution of the Organization, any funds remaining after the payment of all debts shall be distributed to one or more not-for-profit corporations with goals similar to this one, or to one or more regularly organized charitable, educational, or philanthropic organizations to be selected by the membership.

Article IV. Membership

Section 1. Membership

Membership in SPSO shall be open to all currently enrolled students at the University of Toledo.

SPSO does not categorically deny membership to an individual, based on race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities (unless specifically exempted by law). [Note: No organization with restrictive membership clauses discriminating on the basis of race, color, religion, sex, age, gender identity, national origin, sexual orientation, veterans status or disability, as defined by law, shall obtain or maintain registration status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.]

The following categories shall describe membership in the Organization:

- a. **Membership:** a full-time or part-time student in the School Psychology Program at The University of Toledo. Members may vote, hold office, and chair committees.
- b. **Affiliate Membership:** those individuals interested in school psychology issues and concerns. Affiliate members may work on committees, participate in activities and discussions. Affiliate members may not vote.
- c. **Honorary Membership:** faculty members or other professionals (with exceptional interest) in the School Psychology Program at The University of Toledo, field supervisors of students in the School Psychology Program at The University of Toledo. Honorary members act as mentors for membership. Honorary members may not vote.

Other categories may be created and defined as the need is recognized by the Executive Board.

Article V. Officers

Section 1. Officers

The following shall describe officers of the Organization:

- a. The officers of the Organization shall be President, the Vice President, the Secretary, the Treasurer, and NASP Student Leader. All officers shall be regular members of the Organization.
- b. The names of candidates for elective office shall be submitted in the Fall semester (by no later than December 5th). Candidates shall be elected to office by vote of the first-year-student members, by paper ballot.
- c. All elected officers shall serve in office one year. In the event that the President shall not serve out his/her full term for any reason, the Vice President shall succeed to the unexpired term thereof and continue as President through the following year.

- If the Vice President is unable to succeed to the Presidency, both a President and Vice President shall be elected by the membership at the time of the next election.
- d. The Executive Board, by majority vote, shall fill any vacancy created in any elected, unexpired office except for the office of Vice President. Any member so chosen shall serve until the term of the vacated office has expired and a successor has been duly elected.

Article VI. Officer Removal

Section 1 Officer Removal / Impeachment

- I. The University of Toledo employee advisor of the organization must be present for all removal/impeachment proceedings [Note: Advisors must be informed of the intent to remove an officer, and must be present at the vote to do so, officers who willingly forfeit their position, do not require the presence of the advisor.]
- II. In the event that officers of this organization are not fulfilling the specific duties listed above, members have the right to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member.
- III. Executive Vote of Removal
 - a. Officers of this organization have the right, if deemed necessary, to remove a fellow officer who does not fulfill their specific duties via unanimous vote (not including the member in question).
 - i. In order to initiate an Executive Vote of Removal, at least two attempts to contact the individual in question via their Rockets email address must have been made, with at least a week in between contact attempts.
 - ii. After at least two contact attempts have been made by the organization, the advisor of the organization must make at least one attempt to contact the individual in question.
 - iii. If all attempts to contact the individual are unsuccessful, the Executive Vote of Removal may be initiated.
- IV. An Executive Vote of Removal may only take place if every executive position outlined in the constitution is filled at the time of the vote.
- V. The University of Toledo employee advisor must be present for an Executive Vote of Removal.
- I. **In order to begin impeachment/removal proceedings:** [Note: This is the separate process to remove an executive member from their position available to all members of the organization, and is distinctly separate from an executive vote of removal]
 - a. Specific Criteria 1 [ex: a member must put a request in writing to the governing body of the organization, make a formal motion at meeting, etc.]
 - b. Specific Criteria 2 [ex: a vote of at least $\frac{3}{4}$ of members is required for the removal to occur]

Article VII. The Executive Board

Section 1. The Executive Board

The following describes the Executive Board:

- a. The Executive Board shall consist of the Officers and a Faculty Advisor.
- b. The Executive Board shall conduct all matters of business, administer policy, and make recommendations to the membership. The Executive Board shall be charged with conducting the continuing affairs of the Organization.

Article VIII. Committees

Section 1. Appointments

The President shall appoint the following Committee Chairs with the advice of the Executive Board: Newsletter, Social Events, Fundraiser, and Lecture Series. The President shall be an ex officio member of all committees.

Article IX. Meetings

Section 1. Time and Place

A monthly meeting of the Organization shall be held at such time and place as determined by the Executive Board. Other meetings shall be determined and announced to the membership.

Section 2. Quorum

Executive Board - A quorum shall consist of one-half of the duly constituted body. When necessary, Executive Board members may be polled by telephone instead of calling together the body to conduct a special meeting. Minutes of such telephone meetings shall be kept in the same manner as all other minutes of the Executive Board.

Article X. Finances

Section 1. Dues

Membership dues shall be payable at the beginning of the Fall semester for the entire school year (Fall and Spring semesters). The membership dues shall be used for:

- a. Newsletters
 1. to announce meetings
 2. to announce job openings/internships
 3. to provide SPSO news
 4. to provide SPSO Executive Board news
 5. to announce important features presented by the Organization.
- b. Speakers for the Lecture Series
 1. Refreshments at the SPSO meetings
 2. Communication among the membership (flyers, etc.)

3. Other expenses deemed appropriate by the Executive Board in keeping with the purposes of the Organization.

Section 2. Budget and Fiscal Year

The Executive Board, upon recommendation of the Treasurer, shall present an annual budget to the membership for adoption. The fiscal year shall be determined by the Executive Board and shall coincide with the elective year for Officers.

Section 3. Expenditures

Upon adoption of the budget, all accounts being duly approved by the Treasurer or, in his or her absence, the President, shall be paid by voucher signed by those authorized to issue checks on behalf of the Organization.

Section 4. Debt

No member of this Organization shall contract, or cause to be made in the name of the Organization, any debt for any reason whatsoever without the specific and proper authorization of the Executive Board.

Section 5. Audit

The Executive Board may cause the account of the officer handling funds of the Organization to be examined annually by the Faculty Advisor.

Section 6. Dedication of Funds and Dissolution

All assets of this organization shall be permanently dedicated to the purposes set forth in Article III and in case of dissolution of the Organization, all assets will be distributed to a public or tax exempt cause as provided in Article III of this Constitution.

Article XI. Amendment of the Constitution

The Constitution of the Organization shall be amended by mail to the membership. A two-thirds vote of those voting by mail ballot shall be required for an amendment to pass. The mail ballots must be returned within 15 days.

Article XII. Effective Date

This constitution, upon ratification, shall become effective immediately.