PREAMBLE

The purpose of this organization shall be to provide educational and networking activities for its members and to promote the school psychology masters program at the University of Central Oklahoma.

ARTICLE I
NAME OF THE ORGANIZATION

The name of this organization shall be the Student School Psychology Association (SSPA).

ARTICLE II
PURPOSE OF THE ORGANIZATION

The Student School Psychology Association is a group whose purpose shall be to promote, research, represents, and unites school psychology on the University of Central Oklahoma campus following the National Association of School Psychologist (NASP) 10 domains of practice.

ARTICLE III
MEMBERSHIP

Section 1: Eligibility.
Members shall meet the following minimum criteria for membership.

➢ Active Members. Active members are those who are making the study of school psychology one of their major interests and who are faculty members or students at the University of Central Oklahoma, or who are alumni members who have been admitted to active membership by a chapter. They shall have high standards of personal behavior. Election to membership shall be by a two-thirds vote at a regular meeting of the chapter.

● Student Members. Student members shall be students enrolled in the school psychology graduate program at the University of Central Oklahoma. Special consideration can be made for select undergraduates whom have shown interest in or been accepted into the school psychology masters program.

● Undergraduate students must be deemed “Junior” or “Senior” and have completed at least five psychology or education courses with a minimum grade point average of 3.0 in those courses, have registered for a major or minor in psychology or education. They must also have a minimum overall cumulative grade point average of 3.0 on a 4.0 scale.
• Graduate students must be enrolled in some psychology graduate program at the University of Central Oklahoma and have an overall cumulative grade point average of 3.0 on a 4.0 scale.
• In interpreting this section, the Society accepts the policy of the college or university regarding grades.

➢ Faculty Members. Members of the faculty may be elected to active membership by the chapter.

➢ Alumni Inductees. Persons graduated from an institution prior to the establishment of the Student School Psychology Association, faculty members, and other psychologists may be elected to membership if they met the current criteria for student membership when they were students.

• Alumni Members. Alumni members are former active members who are no longer associated with a chapter.

➢ Distinguished members shall have all the rights and privileges of active membership.

➢ Membership will be available to UCO students without regard to of race, creed, color, religion, alienage or national origin, genetic information, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, gender identify, or any other characteristic protected by applicable federal, state, or local law. Regular voting members must be UCO students.

Section 2. Member Selection

➢ Membership in the Student School Psychology Association is open to qualified candidates of any age, sex, sexual orientation, race, handicap or disability, color, religion, and national and ethnic origin.

➢ Membership can be obtained by contacting the organization faculty member, the president, and/or the membership chair director.

➢ There are no dues.

➢ There are three different types of memberships:
  • Member
  • Faculty
  • Alumni

Section 3. Duties of the Members

➢ The duties of the Student School Psychology Association members are to attend meetings on a regular basis with a minimum of three meetings per school calendar year.

➢ Each member must be active within the organization by helping out with organization’s activities. This includes, but is not limited to: career fairs, booths, holding an office position, or recruiting members.

Section 4. Duties of the Advisors

➢ Advisors shall consist of at least one full-time faculty or staff member who agrees to serve the organization and must be present at each function held by the organization. They shall be recommended by the Officers and the present membership. They shall
provide guidance to the operation of the organization and shall establish and maintain good relations with the UCO Administration.

➢ Other duties of the Advisors are to maintain that the organization is following the leadership of the Oklahoma School Psychological Association (OSPA) and the National Association for School Psychology (NASP).

ARTICLE IV
OFFICERS

Section 1. Offices.
➢ President
➢ Vice President
➢ Secretary
➢ Membership Director
➢ Social Director

Section 2. Term of Office.
➢ Elections will take place in the Fall of each year.
➢ Officers hold their position for one year and can be reelected once, for a total of two consecutive years serving in the same position.
➢ The removal of an officer means that the officer did not uphold their position to the standards of the organization and/or did not show moral character. The removal can be suggested by any active member or faculty member and must be voted on by two – thirds vote at a regularly scheduled meeting.
➢ This organization can have up to one vacant officer position at a time but it is highly discouraged.

Section 3. Duties of the Officers.
➢ President
  ● Presides at all meetings of the organization
  ● Calls special meetings of the organization
  ● Obtains appropriate facilities for organization activities
  ● Prepares and files any report required
  ● Appoints committee chair people
  ● Creates agenda and documents for each meeting
  ● Attends Recognized Student Organization Meetings
  ● Represents organization at official functions
  ● Maintains contact with organization adviser
  ● Maintains contact with organization alumni
  ● Maintains contact with affiliated department or section
  ● Maintains contact with national organization
  ● Remains fair and impartial during organization decision making processes members
➢ Vice President
  • Assume the duties of the President as needed
  • Serve as an ex-officio member of committees
  • Plans officer's orientation and organizational retreats
  • Coordinates organizational recruitment efforts
  • Represents organization at official functions
  • Remains fair and impartial during organizational decision making processes
  • Coordinates organization elections
➢ Secretary
  • Keeps a record of all members of the organization
  • Keeps a record of all activities of the organization
  • Keeps and distributes minutes of each meeting of the organization
  • Distributes agendas for each meeting of the organization
  • Notifies all members of meetings
  • Prepares organization's calendar of events
  • Officer Roles
  • Prepares and files any report required
  • Handles all official correspondence of the organization
  • Collects organization mail from the adviser or wherever mail is received
  • Remains fair and impartial during organization decision making process
  • Coordinates organization elections
➢ Membership Director
  • Oversees recruitment of new members
  • Coordinates organization new member initiation
  • Reviews records of potential new members and makes sure they meet requirements
    for membership
  • Works closely with Social Director
➢ Social Director
  • Organizes and oversees social events for members and future members
  • Maintain the organizations social calendar
  • Coordinates press coverage, if needed
  • Works closely with Membership Director

Section 4. Eligibility of officers.
➢ All officers must be enrolled at the University of Central Oklahoma. All the officers
must have overall grade point average of 2.5 or better.

ARTICLE V
MEETINGS

Section 1. Regular Meeting.
➢ Regular meetings will be scheduled at the beginning of each school year on a
scheduling application. Call meetings, guest speakers, etc. must also be scheduled at
least seven days in advance, in accordance with the student handbook.
The meetings will be scheduled at the beginning of each new school year.

Section 2. Executive Board meetings.
- The executive board will meet thirty minutes to one hour prior to the start of the regular meeting four times (quarterly) throughout the school year.
- The meetings will be scheduled at the beginning of each new school year.

Section 3. Order of Business.

Section 4. Quorum and Deposition of Minutes.
- A quorum for a business meeting must consist of three members of the organization including the President, Vice President, and the President’s appointee.
- Minutes during meetings shall be taken by the Secretary.
- All members will receive the minutes from the business meeting within one week after the meeting was held via e-mail.

Section 5. Required Notice of Meetings.
- Meetings will always take place once a month and the dates will be given at the beginning of each new year school.

Section 6. Advisors.
- One UCO advisor must be present at every organizational meeting. One designated chaperone must be present at all social entertainment programs.

ARTICLE VI
ELECTIONS AND/OR VOTING PROCEDURES

Section 1. Election Timeline.
- Elections will be held in the Fall of each school year.
- Submissions for office election must be made one meeting prior to elections.

Section 2. Nominating and voting procedures.
- Members must be nominated by another member for an officer position
- Officer positions can be filled by anyone within the organization that meets the officer guidelines, except for the President.
- Members whom would like to be President must have held a previous officer position the year before being elected to President. Exceptions can be made by the advisors in the case that no officers want to become President.
Section 3. Administrative Board.
➢ An Administrative Board member who ceases to qualify for membership in the Student School Psychology Association must resign from his or her officer effective immediately.
➢ In the event of the death, resignation, or removal of a council officer, the council administrative board appoints a non-board member of the council to complete the unexpired term(s) of office.

ARTICLE VII
STANDING COMMITTEES

Ad hoc committees can be formed each year by the administrative board.

ARTICLE VIII
AMENDMENTS

Section 1. Amending the Constitution.
➢ Suggestion for amending the constitution must be made within a business meeting by any active member.
➢ Amending the Constitution can then only be made by a two-thirds vote within the next chapter meeting.

Section 2. Notice of Amendment.
➢ All regular proposed amendments to the constitution and bylaws must be presented to the membership in a regular meeting and must be published for at least two weeks before the vote on the amendments is taken.

Section 3. Vote required to amend.
➢ An amendment must receive a two-thirds vote of the entire membership. The amendment must be submitted in writing and approved by the Director Campus Life before becoming effective.

Section 4. By-Laws.
➢ The process for By-Laws to be changed must follow the same for the constitution minus the approval of the Director Campus Life.

ARTICLE IX
UNIVERSITY POLICY

Section 1. UCO Handbook.
➢ The members of this organization expressly agree to abide by the rules and regulations of the University as stated in the UCO Handbook.

Section 2. Finances.
Monies collected and dispersed for the organization will be deposited and handled through the UCO SAF Budget Manager Office.

Section 3. Interpretation of this constitution.

In case of conflict which necessitates authoritative interpretation of the meaning of a student organization’s constitution of such consequence that it cannot be settled in the organization, the conflict shall be submitted to the Coordinator of Student Organizations for further review by the Director of Student Life.

Section 4. This constitution shall go into effect upon approval of the Coordinator of Student Organizations.

ARTICLE X
PUBLICITY

The President and the Executive Committee shall be the official spokesmen for the organization. General inquiries of a member by the press, community, or by a college agency, concerning the organization, shall be referred to the President of Information Officers. All publicity, news releases and/or newspapers concerning UCO and its organizations must be cleared through the Public Information Office/University Relations.