

**Nova Southeastern University
Center for Psychological Studies
Student Government Association (CPS-SGA)**

Constitution

Nova Southeastern University has many different student governments on the campus, including the Center for Psychological Studies' Student Government Association (CPS-SGA). The CPS-SGA has nine (9) elected officials that represent the student body and regularly present the students' interests to the faculty and administration. These officials, the Executive Board, also appoint student representatives to sit on various faculty committees. The CPS-SGA is currently advised by Dr. William Dorfman and is also regularly helped by the administrative staff and faculty.

Each student at the Center for Psychological Studies pays a student activity fee that entitles them to become a member of the CPS-SGA and permits them to take part in any/all of their activities. The CPS-SGA also hosts a number of social activities throughout the year such as a Florida Panthers Hockey trip, a social at "The Flight Deck" Student Union and the annual "Spring Formal." The CPS-SGA also awards "Travel Reimbursement" to selected students who present their research at various conferences across the globe.

Please feel free to contact the CPS-SGA at CPSSGA@nova.edu if you have any questions or concerns. (The CPS-SGA office is located on the second floor in Room 2056 and the phone number is (954) 262-5909.)

The CPS-SGA follows guidelines as set down by the Bylaws, which follow.

2008-2009 CPS-SGA Executive Board

President – Priscilla Jones
Vice President – Kristen Ellison
Treasurer – Jay Trambadia
Secretary – Whitney Friedl
Psy.D. Representative – Caroline Kline
Ph.D. Representative – Nicole Englebert
Master's Representative – Belinda Thomas
School Psychology Representative- Kelly Miller
Public Relations Representative – Toby Kellk
First Year Doctoral Representative – Christine Fultyn
First Year Master's Representative – position not filled yet
First Year School Psychology Representative- Donna Berghauser

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BYLAWS

Ratified December 2000

Revised September 2008

ARTICLE I. TITLE

The following constitutes the Bylaws of the Center for Psychological Studies Student Government Association herein referred to as CPS-SGA, and may be cited for all such purposes. These Bylaws will remain consistent with the Policies and Procedures Handbook(s) of the graduate psychology programs of Nova Southeastern University.

Section 1. Definitions

In these Bylaws, unless otherwise specified:

- A. "Association" means the Center for Psychological Studies Student Government Association (CPS-SGA), which includes all officers, student representatives, and student committee members.
- B. "Officer" means an elected member of the Executive Board of the CPS-SGA, which includes the President, Vice President, Treasurer, Secretary, , Ph.D. Representative, Psy.D. Representative, Psy.S. Representative, Master's Representative, and the Public Relations Representative,. An appointed First Year Doctoral Representative, First Year Master's representative, and First Year School Psychology representative are also included on the executive board, and are considered CPS-SGA officers as well.
- C. "Student" means any activity-fee-paying, Nova Southeastern University Ph.D., Psy.D., Psy.S, or M.S. student currently in good standing with the Center for Psychological Studies.
- D. A student "in good standing" is one:
 - 1. who is enrolled in the main, campus-based doctoral, specialist or master's program, and
 - 2. who is not in default of any prescribed obligation to Nova Southeastern University.
- E. "Student body" means all Ph.D., Psy.D., Psy.S., and M.S. students of Nova Southeastern University enrolled at the main campus graduate programs of the Center for Psychological Studies.
- F. "Student representatives to faculty committees" means a student appointed by the officers of the CPS-SGA to represent the student body as a whole on various faculty committees.
- G. "Standing committee" means a group of students formed to address current CPS student issues.
- H. "Elections" means an election of the Executive Board members.
- I. "Constituent" of the CPS-SGA is a student in good standing.

J. Bylaws are to be revised by President, Vice-President and Secretary within one month of taking office.

Section 2. Purposes

The purposes of the CPS-SGA are to:

- A. promote the highest standards in the teaching, training, and practice of psychology in order to further the education and development of all students,
- B. represent, as well as facilitate, exchange of information and ideas among students, faculty, and administration,
- C. offer a governmental structure that fully represents the student body in all such governing matters, and, through this structure, advocates the concerns of the student body, promotes the objectives of the CPS-SGA, and communicates its concerns and actions to the student body,
- D. establish and maintain channels of communication between students, faculty, and administration,
- E. evaluate the quality and overall effectiveness of CPS-SGA and the programs offered by the CPS, and
- F. assist Deans Office and Office of Admissions with various CPS events such as, orientation and interview day.

Section 3. Uniformity

Subject to other provisions of these bylaws, every activity-fee-paying student has the same rights, privileges, and responsibilities within the CPS-SGA.

ARTICLE II. GOVERNANCE

Section 1. Executive Board

- A. The general affairs of the CPS-SGA shall be managed and supervised by an executive board composed of the officers of the CPS-SGA.
- B. The SGA representatives shall be compensated in the following amounts per semester, not including summer sessions: President \$800.00, Vice President \$600.00, Treasurer \$500.00, Secretary \$500.00, Psy.D. Representative \$300.00, Ph.D. Representative \$300.00, Psy.S. Representative \$300.00, Master's Representative \$300.00, and Public Relations Representative \$200.00. No other CPS-SGA representatives or positions shall be funded.
- C. The CPS-SGA shall fund its operation from the student activity fees collected from each student at the time of registration.
- D. The CPS-SGA reserves the right to raise the student activity fee with the consent of the Dean of the Center for Psychological Studies.
- E. The Executive Board oversees the budget of the CPS-SGA.
- F. No one individual shall concurrently hold more than one (1) office in the CPS-SGA.
- G. No student shall hold a position as an officer for more than three (3) terms.

- H. If, during the course of their term, the Master's, Psy.S., Ph.D., and/or Psy.D. Representative(s) change(s) their program of study, they are required to relinquish their position and said office(s) becomes vacant.
- I. The Board must hold an open meeting at least once per semester so that the students can voice all questions, comments, and concerns. All Executive Board members as well as associated committee chairs must attend open meetings.

Section 2. Officers

The elected officers of the CPS-SGA shall be the President, Vice President, Secretary, Treasurer, Ph.D. Representative, Psy.D. Representative, Psy.S. Representative, Master's Representative, and the Public Relations Representative. These elected officials, along with the appointed officers, together shall form the Executive Board of the CPS-SGA.

A. Elected Positions

1. The President:

- a. shall be the chief officer of the CPS-SGA and s/he shall preside over meetings of the Executive Board and the student body,
- b. shall be the official student representative of the CPS-SGA to all University committees and activities, including attending monthly PAN-SGA meetings
- c. shall attend all Faculty meetings as chaired by the Dean of the CPS,
- d. shall vote in Executive Board meetings only to break a tie,
- e. shall be an ex officio member of all Executive Board committees if necessary,
- f. shall form committees of the Executive Board as the need arises,
- g. shall meet regularly with the Dean of the CPS and the faculty advisor, in order to exchange ideas and facilitate communication with the administration.

2. The Vice President:

- a. shall assume the duties of the president in his/her absence and shall become the president in the event of such vacancy,
- b. shall coordinate all annual election proceedings, including call for nomination and acceptance
- c. shall attend all Faculty meetings as chaired by the Dean of the Center of Psychological Studies,
- d. shall attend and be a voting member of all Executive Board meetings,
- e. shall maintain correspondence with all SGA and faculty committee representatives, and

- f. shall perform other duties as may be prescribed by the President.
3. The Treasurer:
- a. shall be responsible for collection, accounting, and distribution of all CPS-SGA funds,
 - b. shall endorse all approved expenditures of the CPS-SGA,
 - c. shall attend and be a voting member of all Executive Board meetings,
 - d. is responsible for the preparation and presentation of the CPS-SGA yearly and monthly budgets to the Executive Board,
 - f. shall perform other duties as may be prescribed by the President.
4. The Secretary:
- a. shall be responsible for all official correspondence between CPS-SGA and all other outside parties,
 - b. shall record the minutes of all Executive Board meetings,
 - c. shall attend and be a voting member of all Executive Board meetings,
 - d. shall be responsible for creating and distributing the annual CPS-SGA newsletter with the help of the CPS-SGA Executive Board,
 - e. shall record the minutes of all open meetings and provide copies to the student body via email.
 - f. shall perform other duties as may be prescribed by the President.
5. The Psy.D. Representative:
- a. shall maintain communication between the Psy.D. students and the CPS-SGA,
 - b. shall chair an open meeting once a semester to ascertain the opinions and needs of the Psy.D. students,
 - c. shall attend and be a voting member of all Executive Board meetings,
 - d. shall chair and coordinate an annual Doctoral Practicum Fair
 - e. shall perform other duties as may be prescribed by the President,
6. The Ph.D. Representative:
- a. shall maintain communication between the Ph.D. students and the CPS-SGA,
 - b. shall chair an open meeting once a semester to ascertain the opinions and needs of the Ph.D. students,
 - c. shall chair and coordinate the annual fall research fair and annual winter Research Conference
 - shall attend and be a voting member of all Executive Board meetings,

d. shall perform other duties as may be prescribed by the President.

7. School Psychology (Psy.S.) Representative:

- a. shall maintain communication between the Psy.S students and the CPS-SGA,
- b. shall chair an open meeting once a semester to ascertain the opinions and needs of the Psy.S. students,
- c. shall attend and be a voting member of all Executive Board meetings,
- d. shall perform other duties as may be prescribed by the President.

8. The Master's Representative:

- a. shall maintain communication between the Master's students and the CPS-SGA,
- b. shall chair an open meeting once a semester to ascertain the opinions and needs of the Master's students,
- c. shall attend and be a voting member of all Executive Board meetings,
- d. shall chair and coordinate an annual Master's practicum fair
- e. shall perform other duties as may be prescribed by the President.

9. The Public Relations Representative:

- a) shall attend and be a voting member of all Executive Board meetings
- b) shall maintain and update the CPS SGA website on a monthly basis or more often as necessary
- c) shall facilitate advertisements and promotion of CPS SGA events
- d) shall take pictures at all CPS SGA events
- e) shall maintain a compilation of all CPS SGA events by creating a Scrapbook documented with pictures, flyers, and brief descriptions
- f) - shall assist the secretary in the formation and distribution of monthly newsletter for students, faculty, and staff.
- g) shall assume the duties of overseeing the Social and Community Outreach committees.
- h) shall perform other duties as may be prescribed by the President.

B. Appointed Representatives

1. The First Year Doctoral Representative:

- a. shall maintain communication between the first year Doctoral students and the CPS-SGA.
- b. shall attend and be a voting member of all Executive Board meetings

- c. shall help in organizing Interview Day including arrangement of housing and correspondence with potential incoming students.
 - d. shall perform other duties as may be prescribed by the President.
3. The First Year School Psychology Rep.
- a. shall maintain communication between the First Year School Psychology students and the CPS-SGA
 - b. shall assist the School Psychology Office with interview day
 - c. shall attend and be a voting member of all the Executive Board meetings
 - d. shall perform other duties as may be prescribed by the President
2. The First Year Master's Rep.
- a. shall maintain communication between the 1st year Master's students and the CPS-SGA
 - b. shall attend and be a voting member of all the Executive Board meeting
 - c. shall attend all orientation days each semester for Masters students
 - d. shall perform other duties as may be prescribed by the President

Section 3. Executive Board Meetings

- A. The Executive Board shall meet at least once a month, at a mutually agreeable time and place.
- B. The Executive Board may perform the functions that are assigned to it by these Bylaws and may take action upon any matter that warrants attention.
- C. A simple majority of officers constitutes a quorum to transact any business.
- D. A simple majority may decide every question that properly comes before the Executive Board with the President voting only in the case of a tie.
- E. A copy of the minutes of every Executive Board meeting shall be posted within one week of the approval of said minutes.
- F. No Executive Board meeting shall be convened or recognized as being convened unless the President is present, or, in the absence of the President, the Vice President is present. Any meeting convened without the presence of either the President or Vice President will be considered invalid. Any and all CPS-SGA business conducted in said meeting will be considered null and void.

Section 4. SGA Committees

- A. The Executive Board may establish, dissolve, and give direction to such committees, as it considers expedient. The current SGA committees include, but are not limited to Community Outreach and Social.
- B. A committee may not perform any function of the Executive Board, but subject to the directions of the Executive Board, may give advice and make recommendations to the Executive Board without limitations.
- C. Committee members will be appointed by the CPS-SGA Executive Board for one year terms.
- D. Appointed committee representatives shall be required to maintain monthly correspondence with Vice-President.

Section 5. Faculty Committees

- A. The Executive Board shall elect members of the student body, for one year, to represent students on issues that are relevant to the business of various faculty committees.
- B. The student representatives shall be required to attend open CPS-SGA meetings that will be convened at least once every semester by the officers.
- C. Any student representative deemed by the officers not to fulfill their responsibilities shall be dismissed from their respective position.
- D. Student representatives from each committee will be required to maintain monthly correspondence with Vice-President.
- E. Executive Board members will not serve as student representatives on such committees.
- F. Appointed committee representatives shall be required to maintain monthly correspondence with Vice-President

Section 6. Advisor

- A faculty member of the Center for Psychological Studies will serve as the official advisor to the CPS-SGA. Members of the CPS-SGA will suggest up to three possible faculty members that they would like to have as their advisor and rank order them. The Dean of CPS will make the final decision/recommendation as to who will be asked to serve as the advisor. The faculty advisor shall serve for a term of no less than one year and may remain as the CPS-SGA faculty advisor for as long as he/she and the CPS-SGA executive officers feel is appropriate.
- B. The CPS-SGA advisor will not be required to attend all SGA meetings, but may be asked to at times. The advisor will meet with the President and/or Vice President at least once per semester.

Section 7. Travel Reimbursements

Twice yearly the CPSSGA will reimburse up to 10 students for costs accrued during travel for conferences. Each student may receive up to \$250.00 for which they must provide itemized receipts for all expenses. Deadlines for submission are June 30th and December 1st. Once the deadline has passed no applications will be accepted for the past reimbursement cycle. Applications submitted past the deadline will be reviewed for the following reimbursement cycle. The Executive Board must convene no later than 2 weeks past the submission deadline in order to review all applications and determine which students will be reimbursed as set by the criteria. Minutes will be recorded of the session detailing attendees and students being reimbursed. A vote must be included in the minutes if there are more than 10 applicants.

ARTICLE III. ELECTIONS

Section 1. Election Procedures

- A. An Election Board conducts the election and enforce the election regulations and campaign procedures. The election board consists of all voting executive board members with the exception of members nominated for re-election.
- B. The Election Board shall supervise the voting process to ensure honesty, integrity, and compliance with the established rules, regulations, and procedures. Any candidate from the election whom the Election Board judges to be guilty of any infraction of the established rules and regulations shall be disqualified from the election.
- C. For every election, the Vice-President shall send to every student an announcement of the election and a "Call for Nominations" of candidates no later than the full first week of April, depending on academic calendar, allowing at least two full business weeks for both nominations and elections (5 business days each).
- D. Students in good standing, who are currently enrolled at the NSU CPS main campus, may nominate themselves or any other student.
- E. One nomination shall warrant inclusion on the final ballot.
- F. One week after the "Call for Nominations" the officers shall close the nominations and shall prepare a ballot, including the names of the candidates, for the final election.
- G. The ballot may also contain a list of current issues of interest to students and will ask the latter opinions regarding those issues,
- H. Officers, in the presence of a CPS administrative staff member, will tabulate the ballots and post the results within twenty-four hours. The Election Board, for the purpose of investigating voting irregularities, may delay posting of results.
- I. When two or more candidates receive the same number of votes, the President will decide between the candidates.
- J. When there is only one validly nominated candidate for an office, the

President shall declare that candidate elected by acclamation.

K. The Officers-elect will meet with current Officers during the summer months (the Officers-elect do not have a vote during official meetings).

L. The Officers will retire from their office on the first day of August and the Officers-elect shall serve their new positions in full capacity.

M. If an Executive position receives no nominations during the nominating period, the newly elected President, or (in the absence of a newly elected President) the newly elected Vice President, shall appoint students to these positions after taking office.

Section 2. Candidate Eligibility

A. Only activity-fee-paying students in good standing, currently enrolled at Nova Southeastern University's main campus may run for election.

B. A student running for the position of Master's, Psy.S., Ph.D., or Psy.D. Representative must be a student currently enrolled in that particular program.

Section 3. Voting Eligibility

A student who is in good standing is qualified to vote in any election for officers.

ARTICLE IV. VACANCIES

Section 1. Resignations

A. An officer may resign from the Executive Board by delivering a written resignation to the President, or if the resigning officer is the President, then the President shall submit the resignation to the Vice President. Then that office is thereupon deemed vacant.

B. Any officer resigning or removed from office for any reason will refund, in full, the entire tuition waiver amount of that office for the semester in which the resignation or removal took place to the treasurer, within one month of said resignation or removal. Failure to do so will result in a charge for the amount of the tuition waiver being placed on the student's financial account at Nova Southeastern University.

Section 2. Removal

A. An officer may be removed from office before his or her term would have otherwise have expired by a 2/3 majority of votes cast at an Executive meeting; or at an open CPS-SGA meeting; or by the student body in the form of a petition; and at least one of the following conditions must be met before said removal can take place:

1. Appropriate grounds leading to the termination of that office due to the absence from more than (2) two Executive Board meetings within a Semester will cite that officer for removal, and that office becomes vacant upon said removal; or
2. Appropriate grounds leading to the termination of that office due to a blatant disregard of one or more of the provisions of these Bylaws, or of a blatant disregard for said office characterized by a lack of "good faith" effort to carry out the necessary and appropriate duties and responsibilities of said office, will cite that officer for removal, and that office becomes vacant upon said removal.
3. The position of an officer who ceases to be in good standing automatically becomes vacant.

Section 3. Filling Vacancies

- A. If an officer's position becomes vacant, the vacancy will be filled within one month of said vacancy by appointment by the Executive Board with the final approval granted by the President.
- B. If the President's office becomes vacant, the Vice President shall fill the vacancy.
- C. The Vice President's office will then automatically become vacant, at which time the above procedure for filling vacancies shall be followed.

ARTICLE V. AMENDMENTS TO THE BYLAWS

Section 1. Purpose

Amendments to these Bylaws may be necessary in order to maintain consistent and impartial service to the students of the Center for Psychological Studies at Nova Southeastern University.

Section 2. Process

- A. Proposed amendments to these Bylaws may be initiated by any student and presented to the CPS-SGA President.
- B. To be placed on a ballot for referendum, proposed amendments to these Bylaws must receive one of the following:
 1. a two-thirds (2/3) majority roll-call vote from the CPS-SGA Executive Board, or
 2. a signed petition of 10% of enrolled CPS students
- C. An amendment shall be considered passed by referendum if a simple majority of those votes of the fee-paying CPS student body votes in the affirmative.

Section 3. Ratification

If approved by the referendum, the amendment shall be incorporated into these Bylaws.