

Nova Southeastern University
College of Psychology
Student Government Association (SGA) Constitution

Nova Southeastern University has many different student governments on the campus, including the College of Psychology's Student Government Association (SGA). SGA has fourteen (14) elected or appointed officials that represent the student body and regularly present the students' interests to the faculty and administration. SGA is currently advised by Dr. Ana Fins and is also regularly helped by the administrative staff and faculty.

Each student at the College of Psychology pays a student activity fee that entitles them to become a member of SGA and permits them to take part in any/all of their activities. SGA also hosts a number of social activities throughout the year such as Back-to-school socials and the annual "Spring Formal."

Please feel free to contact SGA through email at gradpsysga@nova.edu if you have any questions or concerns or visit our office. (The SGA office is located on the second floor in Room 2056.)

The College of Psychology's SGA follows guidelines as set down by the Bylaws, which follow.

2023-2024 College of Psychology's SGA Executive Board

President – Emily Murphy
Vice President – Iniobong (Ini) Etuk
Treasurer – Naysha Rivera-Hartley
Secretary – Camila Oharriz Viña
Public Relations Representative – Evelyn Valdes
Clinical Psychology Representative – Delta Burchi
School Psychology Representative- Kethaki (Kate) Karunathilake
Master's Representative – Anansia Leslie
First Year School Psychology Representative – Lena Rojas
First Year Clinical Psychology Representative – Lauren Adams
Community Relations Chair – Sophia Lutz
Social Chair – Gabrielle Clark
Wellness Chair – Katlyn (Katie) Bagarella

The SGA office is located on the second floor in Room 2056 of the Maxwell Maltz Building.

Nova Southeastern University
College of Psychology

Student Government Association (SGA)**BYLAWS**

Ratified December 2000

Revised June 2023**ARTICLE I. TITLE**

The following constitutes the Bylaws of the College of Psychology's Student Government Association, herein referred to as 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.

I. Section 1. Definitions

A. In these Bylaws, unless otherwise specified:

1. "Association" means the College of Psychology's SGA, which includes all officers.
2. "Officer" means an elected member of the Executive Board of
3. SGA, which includes the President, Vice President, Treasurer, Secretary, Community Relations Chair, Public Relations and Social Chair.
4. It also includes the Clinical Representative, Master's Representative, School Psychology Representative, First Year Doctoral Representative, First Year School Psychology Representative and Student Wellness Chair
5. "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 College of Psychology.
6. A student "in good standing" is one:
 - a) who is enrolled in the main, campus-based doctoral, specialist or master's program,
 - b) who maintains professional behaviors and is of good standing within the College of Psychology (i.e., maintains the minimum requirements, no behavioral checklists, etc), and
 - c) who is not in default of any prescribed obligation to Nova Southeastern University.
7. "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 College of Psychology.
8. "Elections" means an election of the Executive Board members.
9. "Constituent" of SGA is a student in good standing.
10. Bylaws are to be revised by the President, Vice-President, and Secretary within one month of the start of the Fall semester.

II. Section 2. Purposes

A. The purposes of the College of Psychology's SGA are to:

1. Promote the highest standards in the teaching, training, and practice of psychology in order to further the education and development of all students,

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2. Represent, as well as facilitate, exchange of information and ideas among students, faculty, and administration,
3. Offer a governmental structure that fully represents the student body in all such governing matters, and, through this structure, advocate the concerns of the student body, promote the objectives of the College of Psychology's SGA, and communicate its concerns and actions to the student body,
4. Establish and maintain channels of communication between students, faculty, and administration,
5. Evaluate the quality and overall effectiveness of the College of Psychology's SGA and the programs offered by the College of Psychology, and
6. Assist the Dean's Office and Office of Admissions with various College of Psychology events such as, orientation and interview day.

III. Section 3. Uniformity

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

ARTICLE II. GOVERNANCE**I. Section 1. Executive Board**

- A. The general affairs of SGA shall be managed and supervised by an executive board composed of the officers of the SGA.
- B. SGA representatives shall be compensated per semester, not including summer sessions.
 1. Compensations for a single position MUST not exceed \$1500 per person or 5% of total allocation.
- C. SGA shall fund its operation from the student activity fees collected from each student at the time of registration.
- D. SGA reserves the right to raise the student activity fee with the consent of the Dean of the College of Psychology.
- E. The Executive Board oversees the budget of SGA.
- F. No one individual shall concurrently hold more than one (1) office in SGA
- G. If, during the course of their term, the Master's, Clinical Doctoral (Psy.D./Ph.D) and School (Psy.D./Psy.S) Representative(s) change(s) their program of study, they are required to relinquish their position and said office(s) becomes vacant.

II. Section 2. Officers

The elected officers of SGA shall be the President, Vice President, Secretary, Treasurer, Clinical Doctoral Representative, School Psychology Representative, Master's Representative and Public Relations Representative, and the Student Wellness Chair. The appointed officers shall be the First year Clinical Doctoral Representative, First year School Psychology Representative, Community Relations Chair, and the Social

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Chair. These elected officials, along with the appointed officers, together shall form the Executive Board of the SGA.

A. Elected Positions:

a. The President:

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

b. The Vice President:

- i. shall assume the duties of the president in his/her absence and shall become the president in the event of such vacancy,
- ii. shall coordinate all annual election proceedings, including call for nomination and acceptance
- iii. shall attend all monthly PAN-SGA meetings as a nonvoting member
- iv. shall attend and be a voting member of all Executive Board meetings
- v. shall maintain correspondence with all SGA and faculty committee representatives, and
- vi. shall perform other duties as may be prescribed by the President.

c. The Treasurer:

- i. shall be responsible for collection, accounting, and distribution of all SGA funds,
- ii. shall endorse all approved expenditures of the SGA,
- iii. shall attend and be a voting member of all Executive Board meetings,
- iv. is responsible for the preparation and presentation of the SGA yearly and monthly budgets to the Executive Board,
- v. shall perform other duties as may be prescribed by the President.

d. The Secretary:

- i. shall be responsible for all official correspondence between SGA and all other outside parties,
- ii. shall record the minutes of all Executive Board meetings,

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- iii. shall attend and be a voting member of all Executive Board meetings,
 - iv. shall record the minutes of all open meetings and provide copies to the student body via email.
 - v. shall perform other duties as may be prescribed by the President.
- e. The Clinical Doctoral (Psy.D/Ph.D.) Representative:
 - i. shall maintain communication between the Psy.D./Ph.D students and SGA,
 - ii. shall chair an open meeting once a semester to ascertain the opinions and needs of the Psy.D/Ph.D. students,
 - iii. shall attend and be a voting member of all Executive Board meetings,
 - iv. shall chair and coordinate an annual Doctoral Research Fair,
 - v. shall perform other duties as may be prescribed by the President,
- f. The School Psychology (Psy.D./Psy.S.) Representative:
 - i. shall maintain communication between the Psy.D/Psy.S. students and SGA,
 - ii. shall chair an open meeting once a semester to ascertain the opinions and needs of the Psy.D./Psy.S students.
 - iii. shall attend and be a voting member of all Executive Board meetings,
 - iv. shall perform other duties as may be prescribed by the President.
- g. The Master's Representative:
 - i. shall maintain communication between the Master's students (including regional campus students) and SGA,
 - ii. shall chair an open meeting once a semester to ascertain the opinions and needs of the Master's students,
 - iii. shall attend and be a voting member of all Executive Board meetings,
 - iv. shall perform other duties as may be prescribed by the President.
- h. The Public Relations Representative:
 - i. shall attend and be a voting member of all Executive Board meetings,
 - ii. shall maintain and update the SGA website on a monthly basis or more often as necessary,
 - iii. shall facilitate advertisements and promotion of College of Psychology's SGA events,
 - iv. shall take pictures at all SGA events,
 - v. shall maintain a compilation of all SGA events by documenting with pictures, flyers, and brief descriptions,
 - vi. shall perform other duties as may be prescribed by the President.
- i. The Student Wellness Chair:
 - i. shall promote the overall self-care and wellness of students. To create a more unified and positive student culture.

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- ii. shall compile and promote on-campus wellness and social events available to students (via SGA newsletters, semester-programming, or any ideas discussed by positioned members and voting members of SGA).
- iii. shall compile a list of conferences/deadlines available to students.
- iv. shall gather student feedback to know how to support students and respond to student needs (via events, surveys, or methods discussed by positioned members and voting members).
- v. shall plan three activities throughout the semester that serve students in the college of psychology.
- vi. shall have power to convene appropriate Task Force groups in carrying out position duties.
- vii. shall attend and be a voting member of all executive board meetings.

B. Appointed Positions:

- a. The First Year Clinical Doctoral (Psy.D/Ph.D.) Representative:
 - i. shall maintain communication between the first year Psy.D./Ph.D students and SGA,
 - ii. shall help in organizing Interview Day including pre-night interview socials, housing arrangements, and correspondence with potential incoming students,
 - iii. shall organize ordering food to provide students during finals week for both the Fall and Winter semesters.
 - iv. shall attend and be a voting member of all executive board meetings,
 - v. shall perform other duties as may be prescribed by the President
- b. The First Year School Psychology (Psy.D/Psy.S.) Representative:
 - i. shall maintain communication between the First Year School Psychology students and the College of Psychology SGA.
 - ii. shall assist the School Psychology Office with interview day
 - iii. shall attend and be a voting member of all the Executive Board meetings
 - iv. shall perform other duties as may be prescribed by the President.
- c. The Community Relations Chair:
 - a. shall organize at least one community outreach event per semester.
 - b. shall lead the Thanksgiving Food Drive during the Fall Semester
 - c. shall be the main communication person between the College of Psychology and the annual NSU community service event. This includes attending necessary meetings with campus wide NSU coordinators for this event as well as organizing fundraising efforts.
 - d. shall attend and be a voting member of all Executive Board meetings,
 - e. shall perform other duties as may be prescribed by the President.

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- f. shall assist any other executive board member in planning, organizing, and promoting events.
- 2. The Social Chair:
 - a. shall organize social events for the students of the College of Psychology, including back to school socials each semester and the Annual Formal at the end of the Winter semester
 - b. shall assist in pre-interview socials and ordering food for finals week
 - c. shall attend and be a voting member of all the Executive Board meeting,
 - d. shall perform other duties as may be prescribed by the President.

III. Section 3. Executive Board Meetings

The Executive Board shall meet at least once a month, at a mutually agreeable time and place.

- A. 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.
- B. A simple majority of officers constitutes a quorum to transact any business.
- C. 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.
- D. A copy of the minutes of every Executive Board meeting shall be posted within one week of the approval of said minutes.
- E. 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.
 - a. Any meeting convened without the presence of either the President or Vice President will be considered invalid. Any and all College of Psychology's SGA business conducted in said meeting will be considered null and void.

IV. Section 4. Advisor

- A. A faculty member of the College of Psychology will serve as the official advisor to the College of Psychology's SGA. Members of the College of Psychology's SGA will suggest up to three possible faculty members that they would like to have as their advisor and rank them. The Dean of the College of Psychology 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 College of Psychology's SGA faculty advisor for as long as he/she and the College of Psychology's SGA executive officers feel is appropriate.
- B. The College of Psychology's 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.

V. Section 5. Governance of Regional Campuses

- A. Regional campuses are now under the jurisdiction and oversight of the Main Campus College of Psychology's SGA.

- B. SGA will allot \$2000 per regional campus from the total allocation for SGA. Regional campuses shall request funds from SGA with at least 45 days notice and the executive board will evaluate the request for funds.

ARTICLE III. ELECTIONS

I. Section 1. Election Procedures

- A. An Election Board conducts the election and enforces 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 College of Psychology main campus, may nominate themselves or any other student.
- E. The positions of President, Vice President, Secretary, and Treasurer must have one year prior experience on SGA.
- F. One nomination shall warrant inclusion on the final ballot if the student is in good standing in the College of Psychology, as verified by the faculty advisor.
- G. 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.
- H. The ballot may also contain a list of current issues of interest to students and will ask the latter opinions regarding those issues,
- I. Officers, in the presence of a College of Psychology 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.
- J. When two or more candidates receive the same number of votes, the President will decide between the candidates.
- K. When there is only one validly nominated candidate for an office, the President shall declare that candidate elected by acclamation.
- L. The Officers-elect will meet with current Officers during the summer months (the Officers-elect do not have a vote during official meetings).
- M. The Officers will retire from their office on the first day of July and the Officers-elect shall serve their new positions in full capacity.
- N. 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.

II. Section 2. Candidate Eligibility

- A. Only activity-fee-paying students in good standing, currently enrolled in a graduate psychology program at Nova Southeastern University's main campus may run for election.
- B. A student running for the position of Master's, School (Psy.D/Psy.S), or Clinical Doctoral (Psy.D./Ph.D) Representative(s) must be a student currently enrolled in that particular program.

III. Section 3. Voting Eligibility

- A. A student who is in good standing is qualified to vote in any election for officers of the College of Psychology SGA.

ARTICLE IV. VACANCIES**I. 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 payment 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 paid to the student being placed on the student's financial account at Nova Southeastern University.

II. Section 2. Removal

- A. An officer may be removed from office before his or her term would have otherwise expired by a 2/3 majority of votes cast at an Executive meeting; or at an open College of Psychology 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:
 - i. 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
 - ii. 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.
 - iii. The position of an officer who ceases to be in good academic and financial standing automatically becomes vacant.

III. Section 3. Filling Vacancies

- A. If an officer's position becomes vacant, the vacancy will be filled within one month of said vacancy, appointed 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**I. Section 1. Purpose**

- A. Amendments to these Bylaws may be necessary in order to maintain consistent and impartial service to the students of the College of Psychology at Nova Southeastern University.

II. Section 2. Process

- A. Proposed amendments to these Bylaws may be initiated by any student and presented to the College of Psychology's SGA President along with the Executive Board.
- 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 College of Psychology's SGA Executive Board, or
 - 2. A signed petition consisting of at least 10% of enrolled College of Psychology students.
- C. An amendment shall be considered passed by referendum if a simple majority of those votes of the fee-paying College of Psychology student body votes in the affirmative.

III. Section 3. Ratification

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