

Nova Southeastern University
Association for Neuropsychology Students in Training (ANST)
BYLAWS
 Ratified August 2012

ARTICLE I. TITLE

The following constitutes the Bylaws of the Association for Neuropsychology Students in Training, herein referred to as ANST, 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. "Students" means the Association for Neuropsychology Students in Training (ANST), which includes all officers, student representatives, and student committee members.
- B. "Officer" means an elected member of the Executive Board of the ANST, which includes the President, Treasurer, Director of Research, Director of Education, Chapter Representative, and Secretary.
- C. A student in "good standing" is one:
 1. who is enrolled in the main, campus-based doctoral, masters or undergraduate program, and
 2. who is not in default of any prescribed obligation to Nova Southeastern University.
- D. "Student Body" means all current and alumni students of Nova Southeastern University.
- E. "Student representatives to faculty committees" means a student appointed by the officers of the ANST to represent the student body as a whole on various faculty committees.
- F. "Standing Committee" means a group of students formed to address current neuropsychology issues.
- G. "Elections" means an election of the Executive Board members.
- H. "Constituent" of the ANST is a student in good standing.
- I. Bylaws are to be revised by President, Chapter Representative, and Secretary within one month of taking office.

Section 2. Purposes

The purposes of the ANST are to:

- A. Promote the sub-specialty of neuropsychology through professionalism, guest lectures, and social events
- B. Serve as the communicating body between the major governing bodies in neuropsychology (APA Division 40, the National Academy of Neuropsychology, and the International Society of Neuropsychologists) and the Nova Southeastern student body

- C. Develop students within the neuropsychology specialty academically, professionally, and interpersonally
- D. Provide an opportunity for students interested in neuropsychology to discuss current research and develop their presentation skills
- E. Provide an opportunity for students interested in neuropsychology to collaborate on research projects with students and professors at other educational institutions
- F. Provide an opportunity for students to collaborate on research within the Nova Southeastern community
- G. Provide an opportunity for students to refine their teaching and supervisory skills by assisting the younger students in their development as neuropsychologists
- H. 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 ANST.

ARTICLE II. GOVERNANCE

Section 1. Executive Board

- A. The general affairs of ANST shall be managed and supervised by an executive board composed of the officers of the ANST.
- B. ANST shall fund its operation from the student activity fees collected from each student at the time of registration.
- C. The Executive Board oversees the budget of the ANST.
- D. The board must hold an open meeting at least once per semester so that the students can voice all questions, comments, and concerns.

Section 2. Officers

The elected officers of the ANST shall be President, Chapter Representative, Director of Education, Director of Research, Secretary, and Treasurer. These elected officials shall form the Executive Board of the ANST.

A. Elected Positions

1. The President:

- a. Shall be the chief officer of the ANST and s/he shall preside over meetings of the Executive Board and the student body,
- b. Shall be the official student representative of the ANST to all University committees and activities when required,
- c. Shall be an ex officio member of all Executive Board committees if necessary,
- d. Shall form committees of the Executive Board as the need arises,

- e. Shall meet regularly with the Dean of the CPS and the faculty advisor, in order to exchange ideas and facilitate communication with the administration,
 - f. Shall coordinate all annual election proceedings, including call for nomination and acceptance.
2. The Chapter Representative:
- 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 attend and be a voting member of all Executive Board meetings,
 - c. Shall be the communicating member between ANST and the major governing bodies of neuropsychology. Will forward pertinent information on to the Secretary.
 - d. Shall maintain correspondence with all SGA and faculty committee representatives,
 - e. 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 ANST funds,
 - b. Shall locate and be in charge of all fundraising opportunities for ANST,
 - c. Shall endorse all approved expenditures of ANST,
 - d. Shall attend and be a voting member of all Executive Board meetings,
 - e. Is responsible for the preparation and presentation of the ANST 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 ANST 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 record the minutes of all open meetings and provide copies to the student body via email,
 - e. Shall perform other duties as may be prescribed by the President.
5. The Director of Research
- a. Shall be responsible for helping ensure the maintenance of the neuropsychology research databases,

- b. Shall be responsible for research correspondence between members of ANST and other educational intuitions,
 - c. Shall be cognizant of research conference deadlines and ensure that ANST members are aware of such deadlines,
 - 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.
6. The Director of Education
- a. Shall be responsible for the bi-weekly neuropsychology journal discussion club,
 - b. Shall coordinate, in conjunction with the president, any guest lecturers that ANST seeks to bring to Nova Southeastern,
 - 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.

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 the 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 Chapter Representative is present. Any meeting convened without the presence of either the President or Chapter Representative will be considered invalid. Any and all ANST business conducted in said meeting will be considered null and void.

Section 4. ANST Committees

- A. The Executive Board may establish, dissolve, and give direction to such committees, as it considers expedient.

- 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. The ANST Executive Board will appoint committee members for terms to be determined based on the nature of the project.
- D. Appointed committee representatives shall be required to maintain monthly correspondence with Chapter Representative.

Section 5. Advisor

- A. A faculty member of the Center for Psychological Studies will serve as the official advisor to ANST. Members of the ANST 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 ANST faculty advisor, for as long as he/she and the ANST executive officers feel is appropriate.
- B. The ANST 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 Chapter Representative as needed.

ARTICLE III. ELECTIONS

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 established rules and regulations shall be disqualified from the election.
- C. For every election, the President shall send to every student an announcement of the election and a "Call for Nominations" of candidates no later than the second full week of October, 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 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 November and December (the Officers-elect do not have a vote during official meetings).
- L. The Officers will retire from their office on the first day of January and the Officers-elect shall serve their new position 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 Chapter Representative, shall appoint students to these positions after taking office.

Section 2. Candidate Eligibility

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

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 Chapter Representative. Then that office is thereupon deemed vacant.

Section 2. Removal

- A. An officer may be removed from office before his or her term would have otherwise expired by a two-thirds (2/3) majority of votes cast at an Executive meeting; or at an open ANST 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 two (2) 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 fulfilled 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 Chapter Representative shall fill the vacancy.
- C. The Chapter Representative’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 ANST 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 ANST 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 student body votes in the affirmative.

Section 3. Ratification

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