



**By-Laws Amended:** *SOAP strives to increase student understanding of legislative advocacy issues pertinent to psychologists and the population they serve.*

1. Hold a minimum of 3 Executive Board meetings a semester
2. Hold a minimum of 3 colloquia meters per semester with graduate students to provide: information on pertinent legislative issues and generate discussions
3. Organize a trip to Tallahassee during the annual legislative session to observe and participate in the legislative
4. Establish a network of students that will work on legislative issues on the state and national leve. Students will learn about the legislative process form each other by sharing their experiences.
5. Community Outreach: participate in one community outreach event a semester and host a least one community event per academic year. This can include but is not limited to:
  - a. Provide students with opportunities to become involved as volunteers for advocacy- related presentations, such as those involving: cultural diversity in psychology, suicidality, and seriously mentally ill populations.
  - b. Organize community events such as walks for mental health awareness.
  - c. Present information on psychological contributions to physical health at health fairs and other community events
  - d. Encourage participation in local advocacy groups such as the Mental Health Association of Broward County, Inc. & the Broward chapter of The National Alliance for the Mentally Ill (NAMI).
  - e. Speak about older adults' mental health concerns at workshops held in retirement communities for nursing staff and/or residents/physician offices/fitness centers etc.
  - f. Organize events at local schools to provide students with information regarding mental health issues such as depression and anxiety, in conjunction with national awareness days
  - g. Present information on mental health in classrooms that are designed to teach health issues within local junior high and high schools.
  - h. Provide information about behavioral components of physical health problems to student medical organizations at NSU and at other universities
  - i. Provide information about behavioral components of physical health and the impact of mental health on physical health to professors in the Health Professions Division and medical professionals in the community.

6. Meeting with Representatives: group of SOAP members will meet with a local legislature to maintain active involvement and communication.
  - a. Mentoring Program: Help members become familiar with this process by having older members organize meetings and discussions with local legislatures.
7. Hold public policy, crash course workshops once a year (set date in November)
8. At least one executive board member should be a student from either the School Psychology Program or Masters in Mental Health Counseling Program to ensure maximum communication throughout the College of Psychology
9. Hold at least one social per semester to provide opportunities for existing and new members to collaborate.
10. Establish and maintain relationships with other colleges and student organizations within the University.
11. Host a Voting Registration week at Maltz in the beginning of the Fall semester.

### **General Member Duties**

- Chair new advocacy projects as they arise
- Attend monthly meetings and events
- Participate in SOAP events whenever possible
- Encourage students to participate whenever possible
- Communicate effectively with other board members regarding ongoing projects
- Meet project deadlines
- Explore possibilities for internal and external advocacy projects, and consult with executive board before undertaking new projects

### **Executive Board Member Responsibilities**

#### President

- Organize meetings with faculty advisor and Vice President, at least 3 per academic year.
- Collaborate with NAMI and MHA to forward their goals and increase student involvement in advocacy for consumers.
- Inform members of conferences, workshops, and volunteer opportunities relevant to SOAP's mission.
- Oversee and contribute to new and ongoing projects
- Advise board members on projects.
- Coordinate monthly general meeting, including selecting topics, coordinating presenters.
- Weekly meeting with Vice-President

#### Vice President

- Organize meetings among executive board members.
- Oversee and contribute to new and ongoing projects.
- Advise board members on projects and maintain deadlines.
- Coordinate monthly general meeting, including selecting topics, coordinating presenters.
- Collaborate with other organizations within the College of Psychology and other programs across NSU.

- Coordinate Executive Board team building meetings.
- Overlook the programming of events in terms of content and message and what values it provide to our members
- Weekly meeting with President

#### Secretary

- Update membership listserv periodically and ensure that all board members have member contact information.
- Reserve rooms for monthly e-board and general meetings.
- Take meeting minutes at all executive board and general meetings.
- Send required documents monthly to secretary of the Student Government Association.

#### Treasurer

- Work with Community Outreach Chair and SGA to gain appropriate funding.
- Know reserve estimates.
- Order food for events.
- Budget for food lectures/general meetings.
- Collect receipts and reimburse members for outside purchases.
- All monetary issues.

#### External Advocacy Chair

- Organize ongoing as well as time-limited outreach projects
- Promote student involvement in projects and oversee student training and implementation of outreach involvement.
- Plan/advertise/register for/organize SOAP community events/volunteer activities (i.e., awareness walks) for e-board and general members (1 per semester).
- Assist with organizing the trip to Tallahassee during the annual legislative session to observe and participate in the legislative process first hand.
- Check SOAP's email regularly for advocacy issues and opportunities.
- All advertising outside of College of Psychology.

#### Internal Advocacy Chair

- Orientation (August): Make and pass out flyers for our organization and talk to incoming students about the benefits to be a member of a student organization, as well as advocating SOAP's mission
- Hold legislative advocacy drives in the Maltz Lobby (i.e. talking to students about current advocacy issues, gathering signatures and letters).
- Establish and maintain relationships with board members of other COP and NSU student organizations.
- Check SOAP's email regularly for advocacy issues and opportunities occurring within NSU.
- All advertising inside of College of Psychology

#### Research Chair

- Engage in ongoing research for funding possibilities (with Fundraising Chair).

- Develop calendar of research conference deadlines.
- Serve as liaison for all student research projects.
- Will report progress and research goals from all first authors and other research team members to the President and Vice President in an efficient manner to ensure open communication within the executive board.
- Provide assistance and consultation for projects from conception to publication/presentation.
- Assist in ongoing data analysis of current projects and oversee and consult on data analysis for all future student research projects.
- Assist in assigning and supporting project team leaders to maximize productivity.
- Responsible for maintaining up-to-date progress report on all current projects to the President.
- Share SOAP research experience(s) with legislative advocacy at periodic graduate student presented workshops and colloquia.
- Coordinate research meetings.

#### Public Policy Chair

- Provide instant access to information pertaining to current and ongoing legislative issues through time-sensitive email distributions sent to the SOAP member list serve and posted on our official social media pages.
  - Update organization of the ongoing research on important legislative initiatives that affect psychologists and consumers
- Provide sample templates of letters/e-mails for students to send to legislators as pertinent legislative issues arise. Provide legislators' contact information and a short background on past support
  - Update page of links to put on all social media pages with resources and tools of current legislative issues pertaining to mental health.
  - Provide resources for formulating your own letter, SOAP specific template to legislators
  - Why Advocacy is important- facilitate and manage importance of advocacy presentation on an annual basis for new and potential members.
  - Plan and conduct civil discourse meetings on hot topics twice a month.

#### Communications/Social Media Chair

- Update and maintain SOAP bulletin board at College of Psychology
- Assist other Executive Board members in programming of events in terms of content and message and what values it provides to our members
- Flyers
- General advertising (Facebook, Instagram, assist in weekly emails)
- Check SOAP emails daily
- Update SOAP website (Nova's and all social media).
- Create FB invites for all socials, community service events, fundraising opportunities, general meetings, etc.

\*\*\*These By-Laws were updated and approved as of 10/13/2022\*\*\*