I. NAME: The name of this organization shall be the Student Affiliates in School Psychology (SASP) Club at UCD. Herein it will be referred to as SASP.

II. PURPOSE: Student Affiliates in School Psychology (SASP) is a student led organization of the American Psychological Association (APA), Division 16. One of the main goals of SASP is to keep Graduate students apprised of issues pertaining to school psychology, as well as to participate in activities that will further strengthen this discipline in the future. The University of Colorado Denver also recognizes the allegiance with the National Association of School Psychologists (NASP) and the Colorado Society of School Psychologists (CSSP) in reaching this goal.

III. STUDENT BENEFITS
Individual student members as well as university chapters have access to the many benefits SASP provides which include, but are not limited to the following:

- The opportunity to publish in the SASP News and submit materials to The School Psychologist, and the APAGS newsletter. SASP members also have the opportunity to become more involved in the future of school psychology by running for offices within SASP.
- The opportunity to present research at the annual SASP mini-convention, (held during the APA convention).
- Eligibility to apply for APA travel awards, scholarship awards, and other financial awards.
- Increased opportunities to meet and interact with leaders in the field of school psychology.
- SASP chapters are a forum for enhanced communication channels where students can communicate with students and faculty about psychology-related information, ideas, projects, and activities, especially those about issues important to students (e.g.,
internships, research experiences, practical experiences in the United States and internationally).

- SASP chapters serve as a formalized group in which problems can be discussed and debated, and ideas and strategies can be shared with other campuses.
- Many active SASP chapters participate in community service and fundraising.
- Local SASP chapters serve as advocates for current and incoming students through mentoring and advising.
- SASP chapters becoming part of the SASP network which informs every one of upcoming events, scholarships, etc.

IV. MEMBERSHIP:
This organization is open to all graduate students enrolled in the School Psychology PsyD program at the University of Colorado Denver, although anyone may attend events hosted by the organization.

- Students can become members by sending an email of interest (to the CU Denver Chapter) or by contacting any Executive Member. The Vice President will send a formal email related to SASP Membership in the beginning of every year, and reminder emails in the beginning of every semester. Members are not required to join the American Psychological Association or APA's Division of School Psychology (Division 16). However, members interested in becoming associated with the national SASP organization are encouraged to join Division 16.
- There are no permanent dues for membership in the chapter, though it may occasionally be necessary for the Executive Committee to collect dues from members in order to support chapter functions. In addition, there is no application process for membership in the chapter. Each student’s level of involvement in SASP is at his or her own discretion; however, SASP strongly encourages student involvement in various activities throughout the year.
- A student is no longer eligible for membership after program requirements have been completed. Therefore, membership lasts up until the last day of your program requirements.

V. EXECUTIVE COMMITTEE:
The executive committee consists of six student-lead positions and a faculty advisor. The Executive Committee positions must be held by graduate students in the School Psychology Psy.D Program. Only the executive committee shall spend the organization’s funds. An individual may not hold more than one office. The following positions and descriptors are as follows:

**President:**
- Assumes responsibility for preparing SASP meeting agendas.
- Organizes and run Executive Committee and Chapter Meetings (in his or her absence: meetings will be led by the Vice President).
- Facilitates the development of annual goals and oversees committee initiatives for the organization.
- Serves as the general spokesperson for the SASP as necessary.
- Represents the organization and program at prospective student open houses as needed.
- Serve as a liaison between program administration, faculty, and students
- Submits final draft of application to APA to become an official chapter.
- Registers SASP with the Office of Student Activities & Leadership at the University of Colorado Denver as a recognized student organization.
- Reviews the Chapter Charter and ensures compliance to retain funding eligibility.
- Facilitates the planning and implementation of all elections and voting procedures with help from the Vice President.
- Ensures the integrity of all SASP elections and voting procedures.
- Assumes responsibility with secretary for maintaining and updating the SASP documentation.
- Plans, coordinates, and schedules SASP workshops, in conjunction with faculty input in conjunction with the Vice President.
- Serves as liaison to APA and SASP National Chapters.
- Works with vice president to determine goals for the year.

**Vice President:** The Vice President’s duties will be as follows:
- Serves as a liaison between program administration, faculty, and students
- Understands the Presidential responsibilities and performs these duties in the President’s absence.
- Advocates for membership by serving as the student liaison at school psychology faculty/program meetings (such as open houses) as his/her schedule allows.
- Represents the organization and program at prospective student open houses as needed.
- Initiate conversations with students and faculty to ensure the organization serves their needs and effectively uses time and institutional resources.
- Plans, coordinates, and schedules SASP workshops, in conjunction with faculty input in conjunction with the President.
- Serves as NASP and CSSP Liaison.
- Organizes Membership recruitment and communication.
- Works with president to determine goals for the year.

**Secretary:** The Secretary’s duties will be as follows:
- Takes minutes at all Executive Committee and Chapter meetings. Prepares, distributes, records, and revises meeting minutes.
- Maintains meeting minutes in the shared google drive folder.
- Responsible for maintaining a binder for SASP including all meeting minutes, and will have the binder at all meetings.
- Maintains a program directory of contacts (Listserv)
- Monitors the SASP e-mail account.
- Assists the president in facilitating, implementing, and tabulating election and/or voting results.
- Represents the organization and program at prospective student open houses as needed.
- Issues notices of meetings to SASP chapter members.
- Compiles and maintains a program directory of current students.
- Receives and expedites correspondence with Division 16 of the American Psychological Association.

**Treasurer:** The Treasurer’s duties will be as follows:
- Develops and maintains an annual budget of the organization
- Maintains accurate financial records of all SASP revenue and expenditures
- Completes an annual financial report for the student organization;
- Tends to the status of all purchase requests;
- Collects funds and deposits to the student organization’s account;
- Keeps a record of all transactions, i.e. deposits, checks and adjusts entries.
- Reviews monthly financial statements from the financial institution with which SASP does business to ensure the accuracy of the SASP account.
- Assumes responsibility for making timely payments and reimbursements for all SASP business, including check-writing responsibility, in conjunction with the president.
- Transfers ownership of the SASP checking account, in conjunction with the president, to the new office holder (once elected).
- Represents the organization and program at prospective student open houses as needed.
- Assists with fundraising efforts.

**Social Chair:** The Social Chair’s duties will be as follows:
- Creates and maintains calendar of events internally for Executive Committee, as well as for SPSY student events.
- Ensures that meetings are scheduled as appropriate (at least once monthly).
- Coordinates mentorship program by pairing incoming first year of new students with existing students in the program.
- Facilitates event planning for social events and e-mailing invitation to SASP club members in advance of event.
- Coordinates at least one event per semester, in which all of the SPSY program is invited.
- Represents the organization and program at prospective student open houses as needed.
- Co-Facilitates the planning and execution of school psychology awareness week with Social Chair and SASP committee.
- Coordinates with both the CSSP and NASP representatives when planning events.

**Community Outreach Chair:** The Community Outreach Chair’s duties will be as follows:
- Works with officers to develop outreach and enhance the educational, social, and community service experiences the organization provides.
In conjunction with the SASP Social Chair, develops a bi-annual electronic newsletter for the purposes of disseminating pertinent information and resources regarding our program and school community.

- Including but not limited to recognizing student or faculty achievements, research, and organizational updates from NASP, APA-Div.16, CSSP, and SASP representatives.

- Develops and fosters a relationship with UCD Office of Diversity and Recruitment, NASP Multicultural Affairs Committee, and the APA Diversity Mentorship Program to better support, provide resources, and recruit underrepresented populations within our program.

- Co-facilitates the planning committee for school psychology awareness week with SASP Social Chair and in conjunction with the NASP representative.

- Including communicating with faculty and undergraduate clubs or programs.

- Represents the organization and program at prospective student open houses as needed.

**Faculty Advisor:** The Faculty Advisor’s duties will be as follows:

- Attends SASP meetings as needed.
- Expresses student concerns to the faculty.
- Aids whenever faculty support is needed.

**VI. ELECTIONS**

- All individuals holding office must be registered University of Denver Colorado School Psychology PsyD students.
- In the fall of each school year, students nominate themselves as student representatives.
- SASP Office elections take place each fall semester between student representatives, and occur by nomination and ⅔ majority vote.
- In case of a resignation of an officer, a special elections meeting will be held to fill the office within 2 weeks. Replacements are determined by nomination and ⅔ majority vote.
- All officers hold their position until the next fall semester elections meeting.
- There are no limitations on the number of terms of office an individual may hold.
- All members have a single vote.
- All members will receive an email by the Vice President requesting for their participation in the voting process.
- Election of officers will be held annually by the second week of September.
- Elections may be held by a verbal vote, except that any member may request a secret ballot. In the event that a secret ballot is requested, they shall be distributed by the Secretary, and returned to, and counted by the Faculty Advisor.
- Any member may protest the result of any election held by voice vote. Such protest shall result in a vote by secret ballot.
- In order to serve as the President, a member must have previously served for one year on the Executive Committee and must be a student member of Division 16.
VII. MEETINGS AND ACTIVITIES
Meetings and activities adhere to the following guidelines:

- Any member may call a meeting by making a request to the President.
- The majority of the Executive Committee must agree upon meetings activities prior to scheduling.
- Meetings will occur at least four times per semester.
- Notice of such meetings will be posted via email distribution at least one week before such meeting.
- Regular meetings are scheduled once a month and may be held any Monday through Friday between 9:00am and 8:00pm.
- Structure will consist of following a pre-determined agenda. Comments, questions, and discussion will occur over the length of the meeting. The meeting will end with the determination of the next meeting time, as well as feedback over the pros and cons of the meeting.

VIII: AMENDMENTS
The Chapter Charter may be amended at any time by a simple vote by the majority of the Executive Committee. Members may also protest and submit concerns to the Executive Committee for review.

Charter originated: August 20, 2014