



NATIONAL
ASSOCIATION OF
SCHOOL
PSYCHOLOGISTS

Developing Bylaws for a Local Student Organization

Students often experience many challenges when starting a local student organization. One of those challenges is the development of the local student organization bylaws or constitution. While developing bylaws may seem time-consuming, they serve a key function for the organization. From a global perspective, bylaws help communicate the overall essence of the organization. They also communicate the central aspects of your student organization and help guide the roles and functions of the organization. Established bylaws will provide operating guidelines for you and for your predecessors in years to come, and will assure that your student organization remains strong and thriving. When developing bylaws, keep in mind that they should be general in nature, so as to allow some flexibility to future officers, but should be specific enough to lay important ground rules. In an effort to better assist students, the following outline is provided. While bylaws differ in content, the example is intended to better assist you with conquering those challenges of establishing your own local student organization.

Bylaws of the [ABC Student Organization] [Program Name, University Name, City, State] Established [Date]

Article I. Name and Mission

Section 1. The name of this organization shall be [ABC Student Organization] at the [Program Name, University Name, City, State].

Section 2. The mission of the [ABC Student Organization] is to create an open environment for graduate students to engage in professional and personal growth. This mission is executed through the following objectives:

1. Create further awareness and understanding of the profession of school psychology
2. Provide professional development opportunities for graduate students, faculty, and community members

3. Foster social interaction and collaboration among graduate students, faculty, and community members

Article II. Membership and Dues

Section 1. Membership in the [ABC Student Organization] at the [Program Name, University Name, City, State] is open to all students currently enrolled in the school psychology program. While not required, student members are encouraged to join the National Association of School Psychologists. Students are no longer eligible for membership in the [ABC Student Organization] following the completion of their degree program within the school psychology program.

Section 2. All members of the [ABC Student Organization] are required to complete the membership form. Information from the form is maintained by the Secretary of [ABC Student Organization] at the [Program Name, University Name, City, State] and will be used solely for member communication duties of the [ABC Student Organization] Executive Board.

Section 3. There are no permanent dues for membership. However, the Executive Board reserves the option to establish membership dues from members as necessary in order to support organization functions.

Article III. Leadership Structure

Section 1. The Executive Board is comprised of six positions: five elected positions open to official members of the organization, as well as a NASP Student Leader. The NASP Student Leader is typically appointed by a faculty sponsor. Each member of the Executive Board shall hold only one elected position at a time. The Executive Board members shall serve terms of one year, beginning in [June] and continuing until the following year.

Section 2. Offices

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Communications Officer
- F. NASP Student Leader

Article IV. Powers and Duties

Section 1. President

- A. Act as a liaison between the students at the [University].
- B. Represent the [ABC Student Organization] at the [University].
- C. Respond to all issues and concerns expressed by students at the [University].

- D. Inform and consult with the faculty and administration of the [University].
- E. Facilitate all [ABC Student Organization] meetings, provide leadership to the [ABC Student Organization] Executive Board, and enforce policies of the [ABC Student Organization].
- F. Assist in the development of annual goals for the [ABC Student Organization] and ensure, along with the Treasurer, that fiscal priorities reflect those objectives.
- G. In conjunction with the [ABC Student Organization] Treasurer, disburse funds approved by the Executive Board.

Section 2. Vice President

- A. In the absence of the President, temporarily take the office during [ABC Student Organization] Executive Board meetings and project events.
- B. Coordinate with all Executive Board members to assist with [ABC Student Organization] events and communicate all workgroup proceedings to the President.
- C. Advise and support the Executive Board in decision making and project planning.
- D. Serve as a liaison between the organization, faculty, and administration.

Section 3. Treasurer

- A. Develop and maintain an annual budget for the [ABC Student Organization] Executive Board.
- B. Prepare and present monthly budget updates to be presented during [ABC Student Organization] Executive Board meetings.
- C. Approve all expenditures in conjunction with the [ABC Student Organization] Executive Board.
- D. In conjunction with the [ABC Student Organization] President, disburse funds approved by the Executive Board.
- E. Assist with fundraising efforts.

Section 4. Secretary

- A. Assume responsibility for preparing [ABC Student Organization] meeting agenda prior to each [ABC Student Organization] Executive Board meeting.
- B. Maintain all records of [ABC Student Organization].
- C. Take and distribute Executive Board meeting minutes to all [ABC Student Organization] members in a timely manner.
- D. Maintain a record of attendance at all [ABC Student Organization] Executive Board meetings.
- E. Assist with the duties aligned with the election process of the [ABC Student Organization].

Section 5. Communications Officer

- A. Maintain the [ABC Student Organization] bulletin board.

- B. Maintain the **[ABC Student Organization]** webpage.
- C. Promote and publicize **[ABC Student Organization]** events.
- D. Notify **[ABC Student Organization]** members of upcoming social events,
- E. Coordinate the planning of **[ABC Student Organization]** social events, including food, activities, etc.,
- F. Work with the treasurer to secure funding for **[ABC Student Organization]** social events, when appropriate
- G. Maintain **[ABC Student Organization]** social event traditions (e.g., a monthly “Happy Hour,” the fall barbeque, a holiday get-together, and an end-of-the-year party).

Section 6. NASP Student Leader

- A. Fulfill all responsibilities of a NASP Student Leader as outlined on the NASP website.

Article V. Organization Funds

Section 1. The Executive Board of the **[ABC Student Organization]** at the **[University]** shall have control and supervision of all **[ABC Student Organization]** funds that originate from department funding. The **[ABC Student Organization]** shall have decision-making authority over the distribution and use of said funds.

Section 2. In the event that additional funding is obtained from private sponsors, donors, or fundraising events, the Executive Board of the **[ABC Student Organization]** at the **[University]** shall ensure that all additional funding is collected and distributed in accordance with the **[University]** policies and procedures. Following, the Executive Board of the **[ABC Student Organization]** shall have control and supervision of all funds as well as the decision-making authority over the distribution and use of said funds.

Article VI. Meetings

Section 1. Executive Board meetings of the general membership shall occur at least once a month during the academic year. All meetings will be open to members of the **[ABC Student Organization]** at the **[Program Name, University Name, City, State]**.

Section 2. General meetings of the **[ABC Student Organization]** will be planned on an as needed basis by the President. These meetings may take place before or after Executive Board meetings or may be coordinated by the President as needed. A general member of the student organization shall take minutes of all meetings and present such said minutes to the Executive Board during a general membership meeting.

Section 3. All meeting minutes shall be taken and provided by the Secretary of the **[ABC Student Organization]**. He/she will maintain these records and post them on the **[ABC Student Organization]** website in a timely manner.

Section 4. Elected officers are expected to attend all Executive Board meetings of the general membership during their elected year. In the case of absence, an elected officer must notify the President of the **[ABC Student Organization]** in writing and provide all important updates that need to be communicated to the membership for that said meeting.

Section 5. The President of the **[ABC Student Organization]** must communicate to the membership any cancellations or postponements of meetings due to inclement weather or other extenuating circumstances.

Article VII. Elections

Section 1. Election Process

- A. All students interested in running for an elected office must submit a short position statement describing their interest in and qualifications for such position to the Secretary of the **[ABC Student Organization]** by **[2 months prior to elections]** of the current academic year.
- B. During the [2 weeks after deadline for submitting position statements] for the current academic year, the Secretary of **[ABC Student Organization]** will create an electronic survey that includes all positions statements and offices open for election.
- C. During the [1 week following B] for the current academic year, the Secretary of the **[ABC Student Organization]** will send the electronic survey via e-mail to the **[ABC Student Organization]** membership for voting.
- D. By [1 week following C] of the current academic year, the Secretary of the **[ABC Student Organization]** will analyze the election results and report those results to the Executive Board.
- E. Announcement of election results will take place during the Executive Board meeting in **[following month]** of the current academic year.

Section 2. In the event that only one student runs for an elected position, elections for that position do not need to be held.

Section 3. All election data collected will be maintained by the Secretary of the **[ABC Student Organization]** and will not be open for review by the general membership of the **[ABC Student Organization]**. In the case when questions or concerns about the election results are posed by a member of the **[ABC Student Organization]**, the President of the **[ABC Student Organization]** will be privy to reviewing the election data and then be responsible for responding to those concerns or questions.

Section 4. A joint transition meeting will be held in [June] of the current academic year for the outgoing and incoming Executive Board of the **[ABC Student Organization]**. Following that meeting, the incoming Executive Board will take the full roles of their respective elected offices.

Article VIII. Amendments to Bylaws

Section 1. Any member of the **[ABC Student Organization]** may request an amendment to the Bylaws of the **[ABC Student Organization]**.

Section 2. All requests for amendments to the Bylaws of the **[ABC Student Organization]** must be made in writing to the President of the **[ABC Student Organization]**. Said requests will be announced to the general membership prior to the next Executive Board meeting. Following, the requested amendments will be presented during the next regularly scheduled Executive Board meeting.

Section 3. The Bylaws of the **[ABC Student Organization]** shall be amendable by a majority vote of the Executive Board.

*Developed by the [ABC Student Organization] Executive Board on [Date].
Voted on and approved by the [ABC Student Organization] general membership on [Date].*

Membership Form
[ABC Student Organization]
[Program Name, University Name, City, State]

Membership in the [ABC Student Organization] at the [University name] is open to all students currently enrolled in the school psychology program. While not required, student members are encouraged to join the National Association of School Psychologists. Students are no longer eligible for [ABC Student Organization] membership following graduation from the school psychology program. Membership to [ABC Student Organization] is free/ \$xxx.

To become a member of [ABC Student Organization], please complete this membership form and return it to the [ABC Student Organization] Secretary at [name@abc.edu]. Information from the form will be maintained by the Secretary of [ABC Student Organization] at the [University name] and will be used solely for member communication duties of the [ABC Student Organization] Executive Board.

[ABC Student Organization] Secretary
[Secretary's Name]
E-mail: [name@abc.edu]

Name: _____

Address: _____

E-mail Address: _____

Contact Phone
Number: _____

Degree Program: _____ Masters
_____ Specialist
_____ Doctoral

Please indicate all
workgroups on which
you are interested in
serving:

_____ Communication Activities
_____ Social Event Planning
_____ Professional Development Planning
_____ Other: _____

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