

## **Society for Personality Assessment Graduate Student Association Bylaws**

### 1. PURPOSES

- A. The purposes of the Society for Personality Assessment Graduate Student Association (SPAGS) are to:
1. Facilitate the exchange of ideas of graduate students within the Society for Personality Assessment (SPA), and foster professional interaction with SPA members;
  2. Promote and provide recognition for quality student assessment research efforts;
  4. Encourage membership in SPA and SPAGS committees and events, and retention of members;
  4. Promote reliable and valid means of psychological assessment.
  5. Maintain communication between SPAGS, and graduate training institutions.

### 2. AFFILIATES

- A. Students who are accepted as members in good standing of the SPA are members of SPAGS. Students applying for membership are understood to be enrolled in a regionally accredited graduate psychology program or a similar program from a previously agreed upon related field.

### 3. EXECUTIVE COMMITTEE

- A. The general affairs of SPAGS shall be managed and supervised by the officers of the executive committee.
- B. The officers shall consist of a president, president-elect, past president, secretary, and three representatives at large..
- C. The president, president-elect, past president and members at large shall be elected for a one-year term. The office of secretary is a two year term. All positions have a one term limit, except for the representatives at large, who may run as many times as they are eligible by SPAGS bylaws.
- D. All officers shall assume their role at the annual SPAGS meeting, which shall be scheduled during the annual SPA conference in the year of their elections. Except for representatives at large, no officer may retain their position for more than one consecutive term, unless having been appointed during the mid term by the committee.

**Comment [J1]:** Do you want a couple of representatives-at-large?

**Comment [J2]:** When are elections held? Why one year? APAGS has longer terms and apparently that works alright.

- E. Executive committee members shall be elected by a mail ballot of SPAGS members; except for the president, which shall be automatically filled by the president-elect, and the past president which shall be automatically filled by the incumbent president.
- F. The officers shall serve without monetary compensation. As SPAGS does not collect dues in addition the SPA dues from its members, postage materials and other reasonable administrative expenditures are to be provided by the SPA.
- G. Between meetings of the executive committee, the president shall direct the business of SPAGS, as well as appoint members to SPA committees in the event of vacancies or the establishment of new positions.
- H. The secretary shall keep records of SPAGS business and conduct, as well as facilitate necessary correspondence between the committee and other members of SPAGS.
- I. The past president shall conduct regular elections.
- J. The president elect, in collaboration with the president, shall orient him or herself to the functioning of SPAGS and the duties of the president.
- K. At each regular meeting, the president, the president- elect or some member delegated by the president shall preside (ideally another committee member).
- L. In order to be eligible to be elected an officer, nominees must not have received their terminal degree.

#### 4. REGULAR MEETINGS

- A. An annual meeting of SPAGS shall be convened corresponding with the annual SPA meeting.
- B. At every meeting, in addition to any other business that may be transacted, the members present shall receive the report of the president (or his/her appointee), and have the opportunity to review and discuss actions taken by the executive committee.
- C. Any member in good standing may propose any matter at any SPAGS meeting, if consideration of the proposal is agreed upon by either a majority of members present, or a majority of the committee members present (assuming more than one).
- D. Every question which comes before a meeting may be decided by a simple majority of votes cast at the meeting by members in good standing. In the event of a tie, the decision will be negative.
- E. Each member in good standing present at a meeting has one vote on any given matter; no proxy votes shall be allowed.

- F. Every vote at every meeting shall be by a show of hands of members unless a majority agrees to a written ballot.
- G. The proceedings of every meeting shall be recorded by the secretary (or his or her appointee). When the draft written record of the meeting is approved by all members of the executive committee, an email copy of the minutes shall be forwarded to relevant contacts within the SPA.
- H. The executive committee alone shall also meet at least twice a year, and as many as are requested by the president (including teleconferencing).
- I. Decisions at these meetings are to be made by a simple majority of committee members. In the event of a tie, the president's vote decides.
- J. These bylaws may be amended at either the SPAGS annual meeting or any executive committee meeting by a simple majority, and will be thoroughly reviewed by the executive committee no less than every two years.

#### 5. OTHER COMMITTEES

- A. SPAGS members wishing to be appointed to SPA or SPAGS committees may be elected by a simple majority at any meeting.
- B. It is understood that SPA committee positions are created at the request of the SPA, although SPAGS will request positions, for interested SPAGS members.
- C. Committee members may serve for as long as they are eligible by the SPAGS bylaws.
- D. Resignation and removal bylaws as described for the executive committee (section 7) apply for all committees.
- E. Notice of committee vacancies will be disseminated by the secretary through email. Interested parties are expected to reply in a timely manner, and will be considered for appointment by the executive committee.

#### 6. ELECTIONS

- A. For every executive committee election, the past president shall send to every member an email announcement of the election and a call for nomination of candidates not less than 12 weeks prior to the deadline for submission of ballots.
- B. Nominations shall be made by at least two members (to include the candidate), through an email containing an autobiographical statement, during the designated period for nominations. Statements should not exceed 750 words.

- C. A validly nominated candidate must be a member in good standing of the SPA.
- D. Twenty-one days after the call for nominations, the past president shall close the nominations and shall prepare for the final election ballot a slate including the names of no more than three persons who receive the largest number of nominations for each of the offices to be elected.
- E. In the event of a tie, the president, past- president and president elect vote on who to include.
- F. The past president shall then send the autobiographical statements of each candidate to the membership and a ballot for each office not longer than twenty-one days after closing the nominations.
- G. Twenty-one days after mailing the ballot, the past president shall close the election and shall oversee a preferential count of the election ballot for each office.
- H. Where two or more candidates receive the same number of votes, the executive committee will break the tie with a majority vote..
- I. Where there is only one validly nominated candidate for an office, the past president shall declare that candidate elected by acclamation.
- J. Announcement of election results shall be made by the past president to the membership no later than twenty- one days after the election is closed.
- K. Officers will succeed to, and retire from, office at the end of the annual meeting at the SPA annual convention.
- L. Any SPAGS member in good standing with the SPA is qualified to vote in any open election.

## 7. RESIGNATION

- A. A committee member may resign by delivering a written resignation to the president or, if the resigning officer is the president, to the president-elect, making the office vacant.
- B. Vacancies occurring before the expiration of the term shall be temporarily filled by a member appointed by a simple majority vote of the executive committee. Until such a decision can be reached, the duties of the office fall upon the committee itself.
- C. An executive committee member who ceases to be in good standing with the SPA is automatically removed from office.
- D. A committee member may be removed before their term would expire by a unanimous executive committee decision.

8. ANNUAL REPORT

- A. An annual report shall be submitted to the SPA at the conclusion of each calendar year reporting on the affairs of the SPAGS.
- B. The secretary is responsible for creating this document, and it is to be accepted by all executive committee members prior to release.

9. PARLIAMENTARY PROCEDURE

- A. The conduct of all meetings of SPAGS shall be guided by Modern Parliamentary Procedure by Ray E. Keeseey, except where in conflict with these bylaws.

10. IMPLEMENTATION

- A. The preceding bylaws shall be implemented following approval by the SPAGS steering committee, as well as the SPA student matters chair, and the SPA president.
- B. Until such time as a special election may be held for officers, the committee remains in control of the SPAGS steering committee.
- C. While under the control of the steering committee, executive decisions will be made through a simple majority vote by committee members, with the chair deciding a tie.
- D. The special election will be held amongst steering committee members, and will appoint a temporary president, president elect, secretary, elections officer, and three representatives at large. Committee members to serve until the appropriate period of time to enact regular elections.
- E. The first regular elections will be managed by the elections officer.
- F. At this time, the temporary president will become the past- president, the president elect will become the president, the secretary will retain his or her position for another year, and the other executive positions will be elected.
- G. Other than the temporary president and president-elect, temporary committee members may run for regular office.