

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

## **1. PURPOSES**

A. The purposes of the Society for Personality Assessment Graduate Student (SPAGS) Association are to:

1. Facilitate the exchange of ideas of 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;
3. Encourage membership in SPA and SPAGS committees and events and retention of members;
4. Promote reliable, valid, and clinically useful psychological assessment;
5. Facilitate communication between SPAGS and graduate training institutions.

## **2. AFFILIATES**

A. Students who are accepted as members in good standing of SPA are members of SPAGS automatically. No additional dues will be charged members for membership in SPAGS beyond SPA dues.

## **3. EXECUTIVE COMMITTEE**

A. The general affairs of SPAGS shall be managed and supervised by the officers of the Executive Committee (EC).

B. The officers shall consist of a president, president-elect, past president, secretary, and three representatives at large.

C. The representatives at large shall be elected for a one-year term. The president-elect is elected for a three year term consisting of consecutive years as president-elect, president, and past-president. 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. EC members shall be elected by a vote of SPAGS members, except for the positions of president (automatically filled by the president-elect), and past president (automatically filled by the incumbent president).

E. All newly elected officers shall assume their role at the end of the annual SPAGS Board meeting, which shall be scheduled during the annual SPA conference.

F. The officers shall serve without monetary compensation. Administrative expenditures are to be provided by SPA, subject to the approval of the SPA Board.

G. The president shall direct the business of SPAGS between meetings of the EC.

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 yearly 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 shall preside. If the president is not present, the president-elect or some other SPAGS member delegated by the president shall preside.

#### 4. REGULAR MEETINGS

A. The EC shall meet at least once a year during the annual SPA conference, and as many additional times as are requested by the president through teleconferencing or other means.

B. In addition to any other business that may be transacted at this meeting, the EC 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 EC and various sub-committees.

C. Any SPAGS member in good standing may propose any matter at the SPAGS EC meeting or through the listserv or other communications with members of the EC leading up to the meeting. SPAGS member proposals will be considered by the EC if consideration is agreed upon by a majority of the EC members present.

D. Decisions about every proposal which comes before the EC will be decided by a simple majority of votes cast at the meeting. In the event of a tie, the president's vote decides. In some instances, the EC may vote to submit the proposal to a vote among all SPAGS members.

E. Each EC member present at a meeting has one vote on any given matter; no proxy votes shall be allowed.

F. Every vote at every EC 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 written record of the meeting is approved by all members of the EC, an email copy of the minutes shall be forwarded to the SPA Board.

H. These bylaws may be amended at the SPAGS EC meeting or through email/online collaboration of SPAGS committee members. All changes will be thoroughly reviewed by the EC and approved by majority vote of EC members. Whether or not SPAGS bylaws require amendment will be considered at each SPAGS EC meeting. The president will be responsible for taking the lead in amending the bylaws or appointing a SPAGS member to do so if it is determined by the EC that amendments are desirable.

#### 5. OTHER COMMITTEES

A. SPAGS members may be appointed to SPAGS committees on which they are willing to serve by a simple majority of the EC.

B. It is understood that SPA committees are created at the request of SPA Board or by the SPAGS EC directly.

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 EC (section 7) apply for all committee members.

E. Notice of committee vacancies will be disseminated by the secretary through e-mail to SPAGS members. Interested members who reply in a timely manner will be considered for appointment by the EC.

#### 6. ELECTIONS

A. For every EC election, the past president shall send an e-mail to every SPAGS member an announcement of the election and a call for nomination of candidates.

B. Eligibility to be elected an officer of the EC requires that nominees are in good standing with SPA and that nominees have not received their terminal graduate degree. To be elected the president-elect nominees should not expect to receive their terminal degree before the end of their first year of service.

C. Nominations shall be made by members by e-mail to the past president. Members can self-nominate or nominate others SPAGS members.

D. Interested nominees shall submit an autobiographical statement prior to the election, at the behest of the past president, in order to be considered. Statements should not exceed 750 words.

E. 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. In the event of a tie, the president, past-president and president elect vote on who to include on the election ballot.

F. When nominees have been determined the past president shall send the autobiographical statements of each candidate to the membership and an election ballot. This shall occur 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. The voting period may be extended at the past president's discretion and with the approval of the SPAGS EC.

H. The SPAGS EC will break any ties 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. The election process shall be completed prior to the annual SPAGS EC meeting at the SPA conference.

L. Any SPAGS member in good standing with the SPA is qualified to vote in any SPAGS 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 EC. Until such a decision can be reached, the duties of the office fall upon the EC itself.

C. Any EC member who ceases to be in good standing with SPA is automatically removed from office.

D. A committee member may be removed before their term would expire by a unanimous EC vote.

## 8. ANNUAL REPORT

A. An annual report shall be submitted to the SPA at the SPA Fall Board Meeting by the SPAGS president reporting on the affairs of the SPAGS.

B. The president in collaboration with the secretary is responsible for creating this document, and it is to be accepted by all EC members prior to presentation to the SPA Board by the SPAGS president.

#### 9. PARLIAMENTARY PROCEDURE

A. The conduct of all meetings of SPAGS shall be guided by Modern Parliamentary Procedure by Ray E. Keesey (1994; APA), except where in conflict with these bylaws.