

# **BYLAWS OF THE ARIZONA ASSOCIATION OF SCHOOL PSYCHOLOGISTS**

Approved 04/15/2016

## **ARTICLE I – NAME AND OBJECTIVES**

1. The name of this organization shall be the Arizona Association of School Psychologists.
2. The general objectives of this organization shall be those set forth in the bylaws of the National Association of School Psychologists and the bylaws of Division 16 of the American Psychological Association.
3. Specifically, the objectives of this organization shall be through practice, education, and research to:
  - a. Serve the educational and mental health needs of all children and youth;
  - b. Encourage and provide opportunities for the professional growth of individual members;
  - c. Inform the public about the services and practice of school psychology; and
  - d. Advance the ethics and standards of the profession of school psychology.

## **ARTICLE II – MEMBERSHIP**

1. Requirements for admission to Full Membership are:
  - a. (1) School psychologists who serve in public or private schools or agencies of Arizona, have proper credentials for school psychologist certification, and are actively engaged in school psychological services; or (2) persons who are engaged in private practice or in a professional field closely allied with school psychological services. A school psychologist is defined as a psychologist whose work is largely concerned with the application of psychological techniques to children and adolescents in schools. Closely allied with school psychological services are major research, teaching, professional practice, or administrative functions directly and specifically related to the work of school psychologists.
  - b. Arizona State Department of Education certification as a school psychologist.
2. Requirements for admission to Associate Membership:
  - a. Demonstrated professional interest in the field of school psychology.
3. Requirements for admission to Retired Membership:
  - a. Retired applicants may not be employed as a school psychologist more than 25% of the time.

- b. Evidence of prior certification as a school psychologist in Arizona or another state or prior NCSP certification, reviewed on an individual basis.
4. Requirements for admission to Honorary Membership:
  - a. The Executive Board may confer Honorary Membership upon an individual who has made a major contribution in allied fields or whose major and professional work is directly related to the work and interest of school psychologists. There are no dues for honorary membership.
5. Requirements for admission to Student Membership:
  - a. Active enrollment in a school psychology training program at least one-half time or a minimum of six semester hours or its equivalent per semester.
  - b. Student Membership status is granted for no more than five years, requires annual verification, and is not granted to any person employed full-time nor to those already certified as a school psychologist.
6. Requirements for admission to Student Associate Membership:
  - a. Active enrollment in a school psychology training program at least one-half time or a minimum of six semester hours or its equivalent per semester.
  - b. Student Associate Membership status is granted for no more than five years and requires annual verification.
  - c. A Student Associate Member is someone who may meet the eligibility requirements for Full Membership and may be concurrently employed as a school psychologist. Anyone who meets the Student Associate Member requirements and chooses to change to that category, relinquishes status as a Full Member and the rights of a Full Member.
7. Membership dues shall consist of those amounts established each year by the Executive Board. Once established by the Executive Board, an assessment shall remain in force each subsequent year unless modified by the Board. Any member of the Board may initiate a request for such change.
8. Rights and privileges of Full Membership and Retired Membership:
  - a. Full voting status of all issues brought before the membership.
  - b. The right to hold elected or appointed office.
9. Rights and privileges of Associate, Student, Student Associate, and Honorary Membership:
  - a. Participation in all regular and special meetings of the Association and in all activities of the Association with the exception of voting and holding office.
10. Application for membership in the Association shall be submitted to the Membership Committee. Any applicant for membership shall be required to furnish additional written verification of qualifications for membership.

## ARTICLE III-OFFICERS AND REGIONAL DIRECTORS

1. Officers
  - a. The officers of the Association shall be President, Past President, President-Elect, Secretary, and Treasurer.
  - b. It is the duty of the officers to lead the organization by participating in policy formation with the Regional Directors and to implement the policy by monitoring committee activities and progress toward their established goals.
  - c. The President exercises, but is not limited to, the following powers: serves as the major spokesperson for the Association and represents its positions and policies; serves as the chairperson of the Executive Board and Leadership Committee; oversees the activities and is ex-officio member of the Association's committees.
  - d. The President-Elect serves as the chairperson of the Executive Board in the President's absence. The President-Elect works closely with the committee chairs, and with other activities that will occur during the President-Elect's term of office.
  - e. The Secretary is responsible for ensuring the accurate recording of the proceedings of all official records and for ensuring that policies and procedures are implemented. The Secretary reviews initiatives from meeting to meeting to determine if charges and activities were completed. The Secretary shall be a member and the secretary of the Executive Board, with the right to vote; shall safeguard all records of the Association; shall keep the minutes of the meetings of the Executive Board and Leadership Committee; shall issue calls and notices of meetings; shall keep and maintain a book of extant policies of the Association based upon activities of the Board, and shall perform all other usual and customary duties of a secretary.
  - f. The Treasurer performs an advisory role to the President and Executive Board on fiscal matters and in the development of the budget. The Treasurer is responsible for assuring that all Association monies are managed in accord with established financial policies and procedures. The Treasurer advises the Executive Board on budgetary issues and is responsible for submitting the budget to the Executive Board for discussion and approval. The Treasurer shall be a member of the of the Executive Board, with the right to vote; shall oversee custody of all funds and property of the Association, shall direct disbursements as provided under the terms of these bylaws; shall oversee the preparation of an annual budget for consideration and adoption by the Board; shall make an annual financial report to the Association; and in general shall perform the usual and customary duties of a Treasurer.
  - g. The Past President serves as the Parliamentarian of the Executive Board. The Past President works with the committee chairs on activities that involve continuation of goals or completion of projects from the previous year. The Past President is responsible for overseeing the nomination and election procedures of the Association.

- h. The President, Past President, and President-Elect shall serve one year terms, while the other officers shall serve for two years. The Secretary shall be elected to take office in the even numbered years, and the Treasurer shall be elected to take office in the odd numbered years. New terms shall begin as of July 1.
- i. In the event that the President shall not serve his/her full term of office for any reason, the President-Elect shall succeed to the unexpired term and continue as President through the following year. Vacancies in other offices shall be filled by a majority vote of the Executive Board.

## 2. Regional Directors

- a. Two Regional Directors for each region--northern, western, central, and southern--shall be nominated and elected by the voting members from their region.
- b. It shall be the responsibility of the Regional Directors to participate in the policy making of the organization and bring recommendations from other members. Further, the Regional Directors shall maintain contact with the members from their region, thus serving to facilitate the flow of information between the Executive Board and its members. Regional Directors shall promote membership growth in their region.
- c. The term of Regional Directors shall be two years; each Director within a region is to be elected in alternate years.

## 3. Qualifications

- a. All officers and Regional Directors shall be active Full or Retired members of the Association at the time of their nomination and continue as members in good standing throughout their tenure.
- b. Officers and Regional Directors shall be nominated and elected to office as per procedures approved by the Executive Board and outlined in the Procedures Manual.

# **ARTICLE IV – EXECUTIVE BOARD**

## 1. Members

- a. The Executive Board shall consist of the officers of the Association and the Regional Directors. The President shall serve as Chairperson of the Executive Board. The Past President shall serve as Parliamentarian of the Executive Board.
- b. The officers and Regional Directors shall have voting privileges on the Board.
- c. The NASP delegate shall be an Ex-Officio member of the Board. This person shall act as a representative from Arizona to the Delegate Assembly of NASP and will be responsible for adopting and amending policy of NASP.

## 2. Rules

- a. The Executive Board shall meet regularly during the year at the President's discretion to conduct the affairs of the Association.

- b. A quorum shall be the majority of the members of the Executive Board. It is the duty of Executive Board members to attend meetings or participate by other means to the full extent possible.
- c. Business of the Executive Board, when expedient, may be conducted by mail or other means, including electronic mail, FAX, or telephone under the discretion of the President. The actions shall be recorded in the final minutes.
- d. Official minutes of the Board meetings shall be distributed to all members of the Executive Board.
- e. Failure by an elected Board member to participate in two Board meetings within a 12-month period or three Board meetings within an 18-month period could result in removal from the Board, by recommendation of the Leadership Committee and majority confirmation vote of the Board. Should a Board member be removed, the President may appoint a person to assume that position for the remainder of the elected term.

## **ARTICLE V – COMMITTEES**

The committees of the Association shall consist of the standing committees enumerated below. Committee Chairperson/persons and members shall be appointed by the President at the beginning of his or her term with the approval of a majority of the Executive Board. Committee chairs and members of each committee serve at the pleasure of the President and Board. Their terms can be extended beyond one year, or may be terminated at any time, upon request of the President and approval of the majority of the Executive Board. All chairs and members of AASP committees must be members in good standing of AASP.

### 1. Child and Family Advocacy Committee

The committee shall consist of the Child and Family Advocacy Chairperson or persons and additional members selected by the Chairperson/persons. The primary responsibility of this committee is to promote professional practices and policies that support children and families.

### 2. Professional Development/ Advancement

a. This committee shall be chaired by the President-Elect and shall include the Past President and President. They shall make arrangements for the program of the annual conference and will supervise any other regional conferences or trainings sponsored by the Association. The committee shall consist of the Professional Development/ Advancement Chairperson or persons and additional members selected by the Chairperson/persons. The primary responsibility of this committee is to encourage ongoing professional growth among school psychologists through the provision of opportunities for AASP membership and leaders, through the recognition of individual accomplishment and outstanding contributions to the field of school psychology.

b. An awards committee shall be chaired by the immediate Past President of the Association. This committee shall coordinate activities to recognize individual

members who have exhibited exemplary service to Arizona through the provision of school psychological services either within their district, for the association, or at a state level. Student and practitioner research awards shall also be awarded.

### 3. Professional Standards Committee

The committee shall consist of the Professional Standards Committee Chairperson or persons and additional members selected by the Chairperson/persons. The primary responsibility of this committee is to develop, disseminate and promote standards as policies of the Association, including but not limited to those relating to credentialing, ethics, membership, and school psychological services and training.

a. It shall encourage research of certification standards, encourage and promote appropriate certification standards, and will provide guidance to state and local legislative, executive, and administrative bodies as they develop laws, rules, and regulations pursuant to laws which involve school psychologists.

b. This committee will inform members of the Association of current ethical standards and resources.

#### c. Membership Committee

The Membership Committee will consist of a Membership Chairperson and committee members. The purposes of the membership committee are to encourage and support membership in the organization, review credentials of applicants for membership, periodically review criteria for membership to and collect data on the characteristics of the Association membership.

i. The President shall appoint the Membership Chairperson annually. The Chairperson's duties include reviewing the membership database, recruitment, and monitoring applications and renewals of membership. The Membership Chairperson will serve on the Ethics and Professional Standards Committee.

ii. The bylaws currently outline the membership statutes supported by the Association. The Board shall determine the dues of each status. Lapsed memberships, after a two-year period, will require the member to reapply and submit a new copy of their certificate.

### 4. Communication Committee

The committee shall consist of the Communication Chairperson or persons and additional members selected by the Chairperson/persons. The primary responsibility of this committee is to develop and disseminate informational resources to support the work of school psychologists in meeting the needs of children and families.

### 5. Executive Leadership Committee

The Executive Leadership Committee shall consist of the President, Past President, President-Elect, Secretary, Treasurer and NASP delegate. The primary responsibilities of this committee are to oversee the committees of AASP, develop the agenda for meetings, develop cohesion with NASP, and oversee the annual election process. The Executive

Leadership Committee shall meet on the call of the President or any other of the three (3) officers. The duties of the Executive Leadership Committee shall be:

- a. To supervise the affairs of the Association between meetings of the Board, managing those affairs within policies set by the Board and implementing actions directed by the Board;
- b. To review matters on the agendas of meetings of the Board and to make recommendations about these matters to the Board;
- c. To negotiate the terms of any contract entered into by and between the Association and any external organizations hired to provide administrative and/or publishing services to the Association with policies set by the Board and to supervise and evaluate the performance of such organizations; and
- d. Upon majority vote of the Executive Leadership Committee, to declare an emergency and hold a mail, email or telephone ballot of the Board upon any proposed course of action it shapes to respond to the matter which constitutes an emergency.

#### **ARTICLE VI – MEETINGS OF THE ASSOCIATION**

1. The Association shall hold an annual meeting in accordance with the Arizona Corporation Commission policies for 501 (c) (3) organizations.
2. The Executive Board may authorize other meetings of the Association membership.
3. A quorum for Association meetings shall consist of the eligible voting members present. A motion, duly seconded, shall carry on the basis of endorsement by a majority of the eligible voting members present.
4. For the purposes of voting on Association matters, motions will be ratified by a majority of members voting at the meeting, by mail ballot, and/or by electronic submission, as directed by the Executive Board.

#### **ARTICLE VII – FUNDS**

1. The fiscal year of the Association is July to June 30. The Board shall adopt and follow an annual budget.
2. The membership year is July 1 through June 30. Dues for new members paid after March 1<sup>st</sup> shall apply for the remainder of that fiscal year as well as for the following fiscal year. Late payment of renewal dues shall be for the full annual amount.
3. The Executive Board shall disburse Association funds as well as direct its attention to the normal fiscal requirements of the organization. Disbursements not in the annual budget may only be considered and approved by the Executive Board.

4. The Executive Board may cause the funds of the Association handled by all elected and contracted persons to be examined annually or as needed by a qualified person or group.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

When not in conflict with these bylaws, “Roberts’ Rules of Order Revised” shall be the Parliamentary Authority.

### **ARTICLE IX – AMENDMENTS**

A proposed amendment or amendments to these bylaws shall be accepted for membership vote by:

1. A motion at the annual meeting or a special Association meeting;
2. Ballot vote conducted at the annual meeting; and/or
3. Mailed or electronic submission of ballots from eligible voting members.

### **ARTICLE X – PROCEDURES MANUAL**

The Association will maintain a procedures manual, which will contain specific policies and procedures adopted by the Executive Board to conduct the normal affairs of the Association. It will be the responsibility of the President to keep the manual current. The Executive Board will be responsible for ensuring that the adopted procedures are followed.