

# Arizona Association of School Psychologists

## Procedures Manual



Revision Approved by the AASP Executive Board June 3, 2016



## AASP Procedures Manual Table of Contents

<b><i>Section I: Guiding Principles</i></b> .....	<b>5</b>
<b>Bylaws Article XII – Procedures Manual</b> .....	<b>5</b>
<b>Definition of Policies/Procedures</b> .....	<b>5</b>
<b>Association Volunteer Responsibilities</b> .....	<b>5</b>
<b><i>Section II: Organizational Structure of the Association</i></b> .....	<b>7</b>
<b>Elected Leaders of the Association</b> .....	<b>7</b>
Participation Requirement .....	<b>8</b>
<b>Standing Committees</b> .....	<b>8</b>
<b>Committee Chairpersons</b> .....	<b>9</b>
<b>Association Management</b> .....	<b>9</b>
<b>AASP Representation</b> .....	<b>10</b>
<b><i>Section III: Association Meetings</i></b> .....	<b>11</b>
<b>Executive Board Meetings</b> .....	<b>11</b>
<b>Annual Meeting of the Association</b> .....	<b>11</b>
<b>Executive Session of the Executive Board</b> .....	<b>11</b>
<b>Executive Leadership Committee</b> .....	<b>11</b>
<b><i>Section IV: Association Finances</i></b> .....	<b>13</b>
<b>Budget Development</b> .....	<b>13</b>
<b>Financial Reports</b> .....	<b>13</b>
<b>Reimbursement Procedure</b> .....	<b>13</b>
<b>Financial Management/Fiscal Responsibility</b> .....	<b>14</b>
<b>Procedures for Financial Accountability of Regional Conferences/ Activities</b> .....	<b>15</b>
<b>Investment Policy/Reserves</b> .....	<b>15</b>
<b><i>Section V: Nominations and Elections</i></b> .....	<b>17</b>
<b>Call for Nominations</b> .....	<b>17</b>
<b>Elections Process</b> .....	<b>17</b>
<b>Filling Vacancies in Unexpired Terms</b> .....	<b>18</b>
<b><i>Section VI: Membership</i></b> .....	<b>19</b>
<b>Membership Categories and Application Procedures</b> .....	<b>19</b>

<b>Duties of the Membership Chairperson.....</b>	<b>20</b>
<b>Membership Support.....</b>	<b>21</b>
<b>AASP Membership Directory .....</b>	<b>21</b>
<b><i>Section VII: Committee Functions.....</i></b>	<b>23</b>
<b>Child and Family Advocacy Committee .....</b>	<b>23</b>
NASP SPAN (School Psychology Action Network) Coordinator .....	23
Mini-Grants.....	23
Liaison to the Arizona Department of Education.....	24
<b>Communications Committee.....</b>	<b>27</b>
Intervention.....	27
Photographer.....	30
Website Management.....	31
Social Media Coordinator.....	31
Requests for Members to Complete Surveys .....	31
Communication with Media/Legislative Bodies .....	32
General Advertising Policies .....	32
<b>Professional Development/Advancement Committee.....</b>	<b>33</b>
Annual Conference Planning Committee.....	33
NASP-Approved CPD Provider.....	41
Research Committee .....	43
<b>Professional Standards Committee .....</b>	<b>45</b>
Membership .....	45
School Psychology Awareness Week.....	45
School Psychology Support Network .....	45
<b>Executive Leadership Committee.....</b>	<b>47</b>
<b><i>Section VIII: Awards .....</i></b>	<b>49</b>
<b><i>Section IX: Conducting Bylaw Revisions .....</i></b>	<b>51</b>
<b><i>Section X: Maintaining Historical Documentation.....</i></b>	<b>52</b>
<b><i>Section XI: Association Timelines .....</i></b>	<b>53</b>
<b>Strategic Planning and Goal Review .....</b>	<b>53</b>
<b>Annual Association Calendar .....</b>	<b>53</b>
<b><i>Appendix A: Criteria for School Psychologist of the Year Nominations .....</i></b>	<b>57</b>
<b><i>Appendix B: Criteria for the Keith Perkins Award .....</i></b>	<b>59</b>
<b><i>Appendix C: Guidelines for the Max Jones Practitioner Research Award.....</i></b>	<b>61</b>
<b><i>Appendix D: Guidelines for the Ed Argulewicz Student Research Award.....</i></b>	<b>62</b>

# AASP Procedures Manual

## ***Section I: Guiding Principles***

### **Bylaws Article XII – Procedures Manual**

1. The Association will develop 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.

Nothing in these procedures is intended to be in conflict with the bylaws of the National Association of School Psychologists (NASP). Should a conflict arise, the bylaws and/or procedures of NASP shall take precedence.

### **Definition of Policies/Procedures**

**Policies** are the positions, standards, and rules necessary to implement the mission and goals of the Association.

**Procedures** shall be developed as needed for each policy and are the specific steps necessary to implement each policy.

--taken from *Operations Handbook* of NASP

### **Association Volunteer Responsibilities**

The success of the Arizona Association of School Psychologists in pursuing its mission and in achieving its goals is dependent on the collective and collaborative efforts of its members and its elected and volunteer leaders. In fulfilling their responsibilities, volunteer leaders of the association:

- demonstrate good judgment, integrity, support for the goals of the association, commitment to fulfillment of their responsibilities, and fiscal accountability;
- demonstrate respect for diversity;
- maintain a positive attitude in their work and respect for one another;
- contribute to the health of the association by working collaboratively with others, promoting the morale of the group, remaining open to new ideas, encouraging conflict resolution, and respecting the decisions of the group;
- respect and work professionally with the the association's management company;
- contribute time and energy to the work of the association without the expectation of personal or financial gain or enhancement;
- actively promote opportunities for leadership development and for mentoring future leaders;
- remain mindful that volunteers represent the interests of the association and its membership; and
- represent school psychology with the highest level of professionalism.

Association officers, regional directors, and appointed committee chairpersons are responsible for adhering to the association Bylaws and to the procedures contained in the *Procedures Manual* when conducting affairs of the association.

## **Section II: Organizational Structure of the Association**

### **Elected Leaders of the Association**

Elected officers of the association include the following: president, secretary, and treasurer. In addition, eight regional directors are elected. Each region of the state (North, West, South, and Central) elects two regional directors, with one being elected each year. All leaders, except the president, are elected for two-year terms. The president serves a total of three years—one as president-elect, one as president, and one as past-president. Duties of officers and regional directors are delineated below:

#### **President**

- Serves as major spokesperson for the association
- Chairs the Executive Board and its Executive Leadership Committee
- Oversees the activities of the association
- Serves as chairperson of the annual conference committee
- Assures that the Procedures Manual is current

#### **President-Elect**

- Chairs the Executive Board and its Executive Leadership Committee when the president is absent
- Works closely with committee chairpersons
- Assists the president as needed
- Plans for the upcoming annual conference

#### **Secretary**

- Accurately records all association proceedings, including writing minutes of all Executive Board and Executive Leadership Committee meetings and the Annual Meeting of the association
- Ensures that policies and procedures of the association are implemented
- Reviews initiatives from meeting to meeting to determine when they are completed
- Issues calls for and notices of all meetings
- Maintains book of association policies and the *Procedures Manual* of the association

#### **Treasurer**

- Advises the Executive Board regarding development of the association budget
- Manages the monies of the association
- Makes disbursements
- Oversees investments and manages association reserves
- Makes an annual financial report to the association
- Assures that tax returns are filed and that the association is registered annually with the Arizona Corporation Commission

#### **Past President**

- Serves as parliamentarian of the association
- Works with committees to assure completion of projects from the previous year
- Oversees the nominations/elections process
- Oversees the annual awards process

### **Regional Directors**

- Serve as members of the Executive Board and attend quarterly board meetings
- Participate in association policy making
- Maintain contact with association members in the region, sharing information with members and receiving information from them
- Serve on one of the association committees
- Assist with the annual conference
- Host a regional conference at least once every academic year
- Recruit new members within the region
- Encourage nominations for AASP awards
- Contribute regional news and articles for at least one *Intervention* newsletter per year
- Participate on the Annual Awards Committee by reading nominations and selecting winners

### **NASP Delegate**

- Serve as an *ex officio* member of the Executive Board and the Executive Leadership Committee
- Assures that communication between NASP and AASP takes place by reporting on NASP actions at AASP Executive Board meetings and representing the state association's interests at the national level
- Assures that the state association adopts and/or amends NASP policies as appropriate for the state

**Participation Requirement:** As described in the association bylaws, elected board members are required to participate in Executive Board meetings. Missing more than two meetings per year may result in removal from the Board (see Article IV.2.e.).

### **Standing Committees**

The standing committees of the association are listed below. Descriptions of committee responsibilities and procedures are provided in a later section of this manual. Other committees may be established, as needed, by the president and/or the Executive Board.

- *Child and Family Advocacy Committee:* Promotes professional practices and policies that support children and families.
- *Professional Development/Advancement Committee:* Makes arrangements for program of the annual conference and other trainings sponsored by the association.

- *Professional Standards Committee*: Develops, disseminates, and promotes standards and policies of the association such as credentialing, ethics, membership, and school psychological services and training.
  - *Membership Committee*: Encourages and supports membership in the association and reviews credentials of applicants for membership.
- *Communications Committee*: Develops and disseminates informational resources to support the work of school psychologists.
- *Executive Leadership Committee*: Oversees the committees, develops agendas for Executive Board and annual membership meetings, oversees the nominations and elections process, negotiates contracts with association management, and maintains a positive relationship with NASP.

### **Committee Chairpersons**

- Each standing and ad hoc committee of the association has a chairperson appointed by the association president and approved by the Executive Board. Chairpersons may be elected members of the Executive Board or they may be general members of the association. All chairpersons must be members in good standing of the association.
- Chairpersons of all committees are encouraged to attend all meetings of the Executive Board; they may vote only if they are otherwise elected to serve as a member of the Board.
- Specific duties of committee chairpersons are outlined in the section of the *Procedures Manual* dealing with committees.

### **Association Management**

The work of the association is supported by a fee-for-service association manager or management company. A copy of the current contract for association management services is available in the AASP Leadership Dropbox.com folder or from the management company. It should be reviewed and renewed at least biannually. Association management has the following responsibilities:

- Receive membership applications, renewal applications, and payments
- Work with the membership chairperson to process applications
- Mail membership letters and certificates
- Maintain an accurate membership database.
- Maintain an association telephone number, email address, and business address
- Respond to phone calls, emails, and correspondence in a timely manner
- Work with the treasurer to develop the annual budget
- Receive payments for advertising, conference sponsors/exhibitors, membership dues, conference registrations, etc.
- Make bank deposits monthly
- Receive reservations for the annual conference
- Provide registration lists
- Invoice purchase orders

- Negotiate conference venue contracts, if requested by the president/president-elect
- Issue conference speaker contracts as negotiated by the president/president-elect
- Maintain exhibitor list and issue exhibitor contracts in conjunction with the annual conference committee
- Send confirmation to conference registrants
- Produce conference attendee name badges
- Provide 1099 forms to speakers, as required
- Work with the treasurer to facilitate tax filing
- Provide and maintain an association website in conjunction with the association webmaster.

### **AASP Representation**

Requests for a written endorsement of a policy, regulation, or entity are submitted to the President. The President will compose or revise the written endorsement and share it with the Executive Board for approval. Letters of support from AASP shall be on behalf of the Executive Board, not the general membership. No other elected official, board member, or AASP member shall endorse any policy, regulation, or entity on behalf of the Executive Board or the general membership.

## **Section III: Association Meetings**

### **Executive Board Meetings**

The Executive Board meets once each quarter (typically in September, December, March, and June). Meeting dates, times, and locations are announced by the president at the beginning of her/his term.

All Executive Board meetings are open to association members. Meetings are announced in newsletters, via e-mail, and on the association website.

All Executive Board meetings shall follow parliamentary procedure. A quorum consists of a simple majority of elected board members; seven (7) of the 13 elected board members must be present for any official action to be taken.

The Secretary shall record minutes from all Executive Board meetings and distribute them to the members of the Executive Board, committee chairs, and any person assigned a task by the Board. Also, minutes will be provided to association management. In addition, minutes are made available to members of the association in the following manner: a summary of the minutes is published in the *Intervention* newsletter and/or is placed on the association web site. Association members may request a full copy of the meeting minutes.

Business may be conducted by mail or e-mail, as necessary, with official actions being recorded and posted by the secretary.

### **Annual Meeting of the Association**

The association shall hold an annual meeting. This is typically held at the annual conference. The purposes of this meeting are (1) to allow association leaders to share information with members, (2) to hear member concerns/issues, and (3) to act on any association business, such as bylaw changes, that may require a vote of the association's members.

For purposes of voting on association matters, motions will be ratified by a majority of members voting at the meeting.

Motions may be presented to the membership by mail or email, as directed by the Executive Board. The motion passes if approved by a majority of those voting.

### **Executive Session of the Executive Board**

The President may call an Executive Session of the Executive Board meeting at his/her discretion. No announcements must be posted. Only elected board members and those specifically invited by the president may attend executive session.

Meetings held in Executive Session do not need to adhere to Parliamentary Procedure. Minutes may be recorded during the executive session but are not to be made available to the membership.

### **Executive Leadership Committee**

Functions of the Executive Leadership Committee are described in the committee section of this manual. Meetings do not need to adhere to parliamentary procedure. Minutes of

executive leadership committee meetings are recorded but not made available to the membership.

## ***Section IV: Association Finances***

### **Budget Development**

The fiscal year for the association runs from July 1 to June 30.

The treasurer is responsible for developing the budget and presenting it to the Executive Board for approval. Budget preparation begins in the spring with submission of budget requests by committee chairpersons, regional directors, and elected officers. Each person with budget responsibility will review expenditures and income sources from the current fiscal year, decide what lines should continue to be funded or reduced/eliminated, and propose funding for additional priorities for the coming fiscal year.

The treasurer will compile a proposed budget. A draft of the proposed budget will be presented to the Executive Leadership Committee for review and modification and then to the Executive Board at the June board meeting. After discussion and revision, the budget is approved at that meeting. If a new budget is not approved by the start of the fiscal year, the budget for the prior year continues in effect until such time as the new budget is approved by the Executive Board.

Association management will submit a monthly invoice that provides a detailed listing of services to be charged to specific budget lines. The treasurer will work with association management to develop a template for such reporting.

Budget managers (committee chairpersons, regional directors, and elected officers) are responsible for monitoring the relevant portion of the budget throughout the fiscal year. Budget managers are expected to stay within their approved budget. Should a need for additional funds arise, budget modifications must be approved by the Executive Board *prior* to incurring expenses beyond those previously approved. The treasurer has ultimate authority for monitoring the budget.

### **Financial Reports**

Financial management may be handled by the treasurer directly or by association management. If handled by association management, the financial manager will prepare a monthly financial report including (1) account transaction details and (2) a report of actual income and expenditures (Profit and Loss Statement) for the past month and year-to-date, along with a comparison to the annual budget. This report will be distributed to the president, president-elect, and treasurer.

At each quarterly meeting of the Executive Board, the treasurer will present a financial report. The report will be reviewed with the board members. A motion to accept the financial report will be made and a vote taken to accept or decline the current financial report.

All budget managers will receive a copy of the quarterly financial report and are responsible for reviewing the portions relevant to their area of responsibility. Monthly information will be provided by the treasurer when requested.

### **Reimbursement Procedure**

All disbursements on behalf of the association shall be made from the association's bank account. Requests for reimbursement are to be submitted on an official reimbursement form, which can be downloaded from the AASP website. All reimbursement requests must

be accompanied by an itemized receipt or invoice. Requests are submitted to the elected official or committee chairperson responsible for that area of the budget. After the budget manager approves the request for reimbursement, it is submitted to association's treasurer for payment.

Allowances for meals, lodging, and mileage are established by the board and are reviewed annually at the time the budget for the coming year is approved. While IRS guidelines are considered, the board may choose to reimburse at a lesser rate. Actual expenses which exceed the allowable rates will not be reimbursed. The treasurer will retain a copy of each reimbursement request and attached documentation for review by the internal audit committee. At the end of the fiscal year, all documents will be turned over to association management for storage and for assistance in tax preparation and reporting requirements.

Reimbursement of mileage for attending AASP Executive Board meetings will be provided for all elected board members, committee chairs, and others as approved by the president. Members traveling from the same town to a distant meeting location are encouraged to travel together. If they choose to drive separately, reimbursement will be at half the established rate. Reimbursement for lodging will also be based on double occupancy. If participants elect to stay in a single room, reimbursement will be at half the rate.

If an AASP member who is not otherwise approved by the president attends a board meeting, his/her meal will not be covered as part of the association's restaurant bill.

The President-Elect, The Past-President, and the President shall be provided with funding as determined by the annual budget for travel to the NASP Conference. All other travel expenditures must be approved by the Board prior to traveling..

## **Financial Management/Fiscal Responsibility**

Maintaining bank accounts and financial management is the responsibility of the treasurer with assistance from association management.

The association manager, treasurer, and president shall have signature authority on all association accounts. New signature cards should be signed as soon after July 1 of each year as is possible. All signatories also have access to all association accounts on line.

The association manager may sign checks for routine expenses. Either the president or the treasurer must sign checks to pay association management for invoiced services.

The treasurer is responsible for reviewing monthly income/disbursement statements, monthly financial reports, and documentation (vouchers, invoices, reimbursement requests, bank statements, and canceled checks) provided by the association manager. Any problems should be resolved in a timely manner.

The president and treasurer are provided with AASP debit cards with appropriate spending limits. The president may use the debit card for payments associated with Executive Board meetings, PR/advocacy activities, and NASP travel.

An annual internal audit will be performed each September by a group of association members to include the treasurer, at least one regional director, and at least one association member at large. The Internal Audit Committee is appointed by the president.

An annual audit and tax preparation are provided by an accountant chosen by association management in consultation with the association treasurer.

## **Procedures for Financial Accountability of Regional Conferences/ Activities**

Regional Conferences/Activities provide valuable professional development and consultation opportunities for school psychologists. When conducting a regional event (conference/activity) that involves collection of money for the organization, the regional director will complete the AASP Regional Conference Event Financial Accountability sheet. This income sheet tracks the name of the person, school/affiliation, amount received, method of payment (cash, check, PO), member/non-member status and an area for additional comments. The AASP Regional Conference Event Financial Accountability Sheet will be given to the AASP treasurer to assure that accurate itemized record of funds received are maintained by the association.

If the treasurer is present at the event, the collected funds are given to the treasurer at the end of the event. If the treasurer is not at the event, the regional director is responsible for either delivering the collected funds to the treasurer or depositing them to the association's checking account within 24-hours of the regional event. If a deposit is made by the regional director, the deposit slip must be saved and sent/given to the treasurer for tracking purposes. It will take a few days to receive the deposit slip by mail; so please email the treasurer the same day of the deposit to oversee safekeeping of all funds.

Please note that it is the treasurer's responsibility to assure that all Association monies are managed in accord with established financial policies and procedures.

## **Investment Policy/Reserves**

The purpose of the association's investment strategy is to insure financial stability and long-term preservation of the association. The following principles constitute the association's reserves/investment policy:

Association operating funds are maintained in checking and savings accounts with an amount equal to at least four months of average expenses of the association.

Association reserves are kept in an account separate from annual operating funds.

The association's reserves should have a minimum of 45% and not more than 100% of the preceding year's gross annual revenue. When the reserves fall below the 45% mark, at least 4% of gross annual revenue is to be added to the reserves each year.

Reserves are to be invested as determined by the Financial Advisory Committee.

At the end of each fiscal year, funds are to be moved into reserves in keeping with this policy.

A Financial Advisory Committee will oversee the association's reserve funds and make investment recommendations to the Executive Leadership Committee. The committee is chaired by the treasurer and will include at least one board member and one association member at large. The association president appoints the financial advisory committee. The committee may be the same as the internal audit committee.



## **Section V: Nominations and Elections**

A president-elect is elected each year. One regional director is elected from each region each year. The treasurer and secretary are elected in alternate years, the treasurer in odd years and the secretary in even years. The past-president shall serve as the elections chairperson, and the executive leadership committee serves as the elections committee.

### **Call for Nominations**

Elections for the approaching fiscal year begin with a call for nominations that must go out no later than January 30. The Call for Nominations will include a description of the responsibilities for each open position. Nominations will close March 1. The elections chairperson is responsible for verifying that nominees are either full or retired members of AASP in good standing and are thus eligible to be placed on the ballot

The elections chairperson will request a candidate statement and photograph from each nominee as soon as possible after nominations close. The candidate statement should include brief biographical information; qualifications for the position sought; a list of previously held positions with AASP, NASP, or other professional associations; and a statement of goals/vision for the association. Completed statements and photographs must be returned to the elections chairperson by March 15. Nominee statements and photographs will be placed on the association website and published in the April 1 *Intervention*.

### **Elections Process**

Elections are held electronically. An email indicating that voting is open is sent to all eligible members no later than April 5.

Electronic balloting ends at midnight on April 20. The Executive Leadership Committee will review the election outcomes, and the elections chairperson will notify all candidates of the outcome of the election on or before April 30. The election outcome will be certified by the Executive Board and recorded in the minutes of the last board meeting of the year. All newly elected officers and regional directors begin their terms on July 1.

**Alternate Elections Outcomes.** In the event that no one candidate receives a majority of the vote, a run-off ballot listing the two candidates with the highest number of votes will be prepared and mailed to AASP members. The Executive Leadership Committee will establish an appropriate timeline for the run-off election. The elections chairperson will notify both candidates of the outcome.

**Write-In Candidates.** In the event a write-in candidate prevails in an election, his or her eligibility to hold office must be reviewed by the Executive Leadership Committee. In the event he or she is deemed ineligible to serve, the runner up will be declared the winner of that office.

**Elections Complaints.** All problems, complaints, and discrepancies are to be reported in writing to the elections chair. Complaints must be submitted within 10 days of the ballot deadline and announcement of winners. All complaints are to be kept confidential unless the investigation itself or the eventual remedy might reveal the source.

Non-compliance with or violation of the election procedures may result in official action by the Executive Board, ranging from oral correction or a letter of reprimand to disqualification

to serve in an elected capacity. The candidate found to be in violation of election procedures will be notified of the consequences immediately by the elections chair.

### **Filling Vacancies in Unexpired Terms**

According to the association Bylaws (Article III-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.

## ***Section VI: Membership***

The chairperson of the Professional Standards Committee may also serve as membership chair or may recommend to the president another person to be membership chair. As with all committees, the membership chairperson is appointed by the president and approved by the Executive Board.

### **Membership Categories and Application Procedures**

- Full membership requires a copy of a valid school psychologist certificate from the Arizona Department of Education.
- Applicants who fail to provide a copy of their school psychologist certificate will be informed by email that they have a month to provide it. Applicants who do not submit the required documentation in a timely manner will be recommended for approval at the Associate Membership level. Applicants will be informed in the reminder email that Associate Members do not have the rights of full membership, such as voting and holding elected offices. If the required documentation is submitted later, a change to full status can be processed.
- Student membership requires an annual signature from a university advisor or internship supervisor, verifying that the applicant is enrolled at least half-time as a student (at least six semester hours) in a school psychology training program. Renewals require a new advisor signature. Student membership status can be granted for a maximum of five years. Student status is not granted to anyone who is already certified as a school psychologist. Interns from out of state may secure the signature of the on-site supervisor rather than an academic advisor.
- Student associate membership requires an annual signature from a university advisor or internship supervisor, verifying that the applicant is enrolled at least half-time as a student (at least six semester hours) in a school psychology training program. Renewals require a new advisor signature. Student associate membership can be granted for a maximum of five years. While a student associate member is certified as a school psychologist and previously qualified for full membership status, the student associate member chooses to relinquish status as a full member and the rights associated with that category as long as he or she qualifies for and chooses student associate member instead.
- Retired membership requires verification that the applicant has been certified in the past, in Arizona, in another state, or as a Nationally Certified School Psychologist. Retired applicants may not be employed as a school psychologist more than 25% of the time.
- Associate members only need to complete an application and pay the appropriate fee.
- Membership year is July 1-June 30.
- Regardless of the date that membership dues are paid by renewing members, they are to be paid for the full year.
- If a membership has lapsed for two years, the person must reapply as a new member. Resubmission of a copy of the individual's certification is waived if the certification on file with AASP remains current; however, submission of a new copy of certification is required if the one on file is no longer current. Membership status is determined by the

date that payment was received. Questions about membership status and dates of payments should be directed to association management.

- New members paying dues and joining the association between March 1 and June 30 shall have those dues applied to the remainder of the current fiscal year and to the next full year.

## **Duties of the Membership Chairperson**

Processing new member applications:

- Receive electronic request from association manager for new membership after payment has been received by association management.
- Review applications to be sure the applicant has submitted the proper credentials for approval.
- Notify association manager regarding applicants who did not provide sufficient documentation for the level of membership for which they are applying (e.g., copy of AZ certificate for full membership or signature of advisor for student applications).
- Inform the association manager of approved new members, who will then receive a welcoming letter from the association and a certificate of membership via email.
- The association manager will maintain a membership database electronically, with relevant information about new members. The membership chairperson will share summary data with the Board annually.

Renewing Members:

- Review electronic database of members prior to board meetings and share updates and member counts with board.
- Review current membership lists kept by the association manager to identify members who have not renewed. Provide a list of active and inactive members and emails to Communications Committee Chair once a month and prior to events for e-blast recruitments.

Other Duties:

- Work with the membership committee and regional directors to encourage membership at critical times, such as having a fall membership drive.
- Conduct periodic research as to the characteristics of our membership and their needs for training and support from the association.
- With the treasurer, periodically review the cost of membership and make recommendations to the Board, should fees need to be changed to meet the financial needs of the association.
- At the beginning of each spring renewal period, work with Communications Committee chair to review the welcoming letter that goes out to new members to be sure it is current and appropriate.

- Periodically review the certificate of membership and membership renewal cards; these should indicate membership in the association and type of membership.
- To encourage renewals, we have an active Pay Pal account. Both new and renewal applications are available online. Students may renew online and attach their university signature electronically.

### **Membership Support**

In the event an association member believes his/her employer or LEA acts, or requires the member to act, in a manner the member deems contrary to professional ethics, standards, or practice, the member may contact the association for support.

When the president receives a request for support, the member will be referred to one of the member's regional directors and/or the chairperson of the professional standards committee for assistance. The person assigned to assist the member shall discuss the issue with the member and gather information to assist the member with resolution of the matter. The parties may confer with the association president and/or other Executive Board members as needed to formulate a response plan.

If the concern presented by the member is a clear violation of NASP or APA ethical standards, the regional director or the professional standards committee chairperson will advise the member to contact either NASP or APA directly.

### **AASP Membership Directory**

A directory of members and their contact information for use by members of the association is available on the AASP website.



## **Section VII: Committee Functions**

### **Child and Family Advocacy Committee**

The Child and Family Advocacy Committee serves the primary outcome goals of both AASP and NASP. School psychologists in Arizona are most familiar with advocating for students with special needs and with other challenges to student academic and personal success. AASP has adopted the mission statement to promote educationally and psychologically healthy environments for all children and youth by implementing research-based, effective programs that prevent problems, enhance independence and promote optimal learning. Working to support public policy or relevant state and federal legislation that supports this mission is under the purview of this committee. The committee promotes advocacy effort of AASP members through collaborative participation on committees within the state, i.e., to join forces with other efforts already in progress for children and families as well as active involvement in local, state and national legislation.

The Child and Family Advocacy Committee has several specific goals, including a longstanding commitment to promote cultural competence and relevance of service to populations such as ELL students. Additional goals include collaborations to promote school safety and student mental health.

An important role of the Child and Family Advocacy Committee is to collaborate with leaders from various student support service disciplines across the state in order to present a more powerful message in a more efficient manner. Collaboration efforts have or should include, but not be limited to, representatives from state-level associations representing school counselors, school social workers, school health leaders, and student services directors; state agency mental health representatives; and Arizona Department of Education (DOE) representatives. The goals of such collaboration start with the mutual sharing of conference notices and the examining of mutual goals, such as training or public policy advocacy. The goals to be addressed through such collaboration should be approved by the association's Executive Board or Executive Leadership Committee.

The following subcommittee members and AASP programs support the goals of the Child and Family Advocacy Committee:

#### **NASP SPAN (School Psychology Action Network) Coordinator**

The School Psychology Action Network (SPAN) communicates between NASP and AASP to encourage member participation on legislative issues affecting students, their families, and the profession of school psychology. The SPAN Coordinator identifies national legislative issues to be reviewed by the Child and Family Advocacy Committee.

#### **Mini-Grants**

AASP encourages the provision of mental health services in schools through the use of Mini-Grants of up to \$500. Funding is available to encourage school psychologists to implement a new mental health program, support therapeutic group activities, or to enhance the school psychologist's own capabilities to provide mental health services. Grants might be awarded to support purchases of therapeutic or educational videotapes, therapeutic curricula, relation tapes, resource books, workshop refreshments, etc. Grants can also be used to provide basic needs for individual students such as for clothing, eyeglasses, book bags, school supplies, etc.

There are 3 types of Mini-Grants:

- \$150 Basic Needs
- \$150 Mental Health Supplies (or up to \$400 for workshop refreshments)
- \$500 Mental Health Startup

Mini-Grants are awarded only to AASP members. The application for a Mini-Grant is on the member section of the AASP website. The application should include as many of the following components as are relevant:

- Applicant's name, address, phone numbers, e-mail address and employer are provided;
- Potential benefits to children are described;
- Description of need to be addressed is delineated;
- A list of materials needed and a proposed budget are attached;
- The materials requested must support the intervention to be used (assessments will not be funded);
- The proposed interventions are, to the extent possible, evidence-based; and
- Prevention is discussed as well as the intervention to be implemented.

Mini-Grant applications are submitted to the Mini-Grant subcommittee chair and are reviewed by at least three Executive Board members and endorsed by at least two of the reviewers. The subcommittee chair will notify the applicant of the funding decision. If the Mini-Grant application is approved, half of the funds will be distributed immediately. (A copy of the letter indicating approval and amount of the grant is sent to the treasurer so the initial funds can be disbursed.) The remaining half will be distributed when receipts are submitted for reimbursement. Reimbursement is requested using the AASP Reimbursement Form; it is signed by the Mini-Grant subcommittee chair and submitted to the treasurer for payment.

Within six months of receiving a Mini-Grant, the awardee agrees to submit a report on how the funds were used to AASP for inclusion in the *Intervention* newsletter.

The primary focus of the mini-grant program is NOT to enhance one's professional library.

### **Liaison to the Arizona Department of Education**

The AASP president appoints a liaison to the Arizona Department of Education (DOE) to coordinate association involvement with the DOE. All AASP committees should coordinate involvement with the DOE through the appointed DOE liaison to ensure that only those officially authorized to do so speak as representatives of the association at the state level. (AASP members may appear before DOE and legislative committees as individuals but not as representatives of the association, unless officially asked to do so by the AASP president.) The DOE liaison is responsible for monitoring DOE activity to keep track of state-level events and to keep association membership informed.

If necessary, several people may need to be involved with DOE to divide responsibilities. For example, one person might serve on the Special Education Advisory Panel and another might be the association's RTI training representative.

The DOE liaison also works closely with the NASP/SPAN Coordinator. The SPAN Coordinator monitors state legislative issues and alerts the liaison when legislative issues are brought to the State Board of Education.

Liaisons to the Arizona Department of Education are recommended to the president by the chairperson of the child and family advocacy committee. This person or these people report to the chairperson of this committee. Because of the potential state-wide impact of working with the DOE, DOE liaison committee decisions should be approved by the AASP Board.

The following are the expected duties of the Department of Education Liaison

- Attend State Board of Education meetings when issues relevant to AASP are on the agenda.
- Report information/actions from meetings attended to the AASP Board.
- Report information/actions from meetings and/or upcoming meeting agendas to the membership through newsletter articles or on the website.
- Stay current with information on the DOE website and its links.
- Communicate with appropriate DOE personnel to advocate for AASP issues as they arise or to acquire information requested by the AASP Board.
- Advocate for AASP by suggesting association participation in trainings or on committees.
- Volunteer (or find volunteers) to serve on DOE committees when provided the opportunity, in order to serve association goals such as, writing new Special Education Regulations.
- Coordinate with other AASP committees that may overlap with issues at the State Department of Education.



## Communications Committee

The Communications Committee serves as the voice for AASP. Its primary responsibility is to disseminate informational resources to support the work of school psychologists in meeting the needs of children and families in Arizona. This committee includes the following subcommittees: *Intervention* newsletter, Photography, Historian, AASP Website, and Social Media.

The communications committee chairperson is appointed annually by the president and approved by the Executive Board. The duties of the chairperson include recommending subcommittee chairpersons and managing the activities of the subcommittees.

Subcommittee chairpersons and committee members are approved by the President. Subcommittee chairpersons report to the communications committee chairperson. It is also the responsibility of both the communications committee chairperson and subcommittee chairpersons to encourage participation of AASP members in their efforts.

It is the responsibility of AASP officers, regional directors, and major committee chairpersons to contribute information to be disseminated to the membership, through the newsletter, the website, and e-mails, as appropriate, and when requested from the communications committee. Regional directors are responsible for contributing a major article each year (see schedule below) to the newsletter.

The communications chairperson is responsible for reviewing any agenda items suggested by subcommittees and deciding whether or not items need to be presented to the Board. The communications chairperson invites those subcommittee chairpersons who need to present an agenda item to attend a Board meeting.

The communications chairperson also oversees the dissemination of information to AASP members and determines the best method of reporting information by considering the timeliness of information sharing, the impact of sharing information, and the impact on public relations.

## Intervention

**Intervention Editorial Board:** An Editorial Board, consisting of the President, Communication Chair, Intervention Editor, Association Manager, and a Member-at-large, shall be responsible for the solicitation, review and selection of material for the *Intervention* Newsletter. The Editor has final authority over content of the newsletter.

**Intervention Editor:** The association's official newsletter publication is the *Intervention*. Production and publication is coordinated by the newsletter editor with support from other committee members, including the photographer. The *Intervention* editor will receive an annual stipend as set by the Executive Board. The stipend will be broken down into a per issue rate and paid quarterly. Payment is forfeited for an issue if it is distributed more than one week past the publication deadline. The *Intervention* editor may also serve as the communications committee chairperson; however, if different people hold these positions, then the *Intervention* editor reports to the communications committee chairperson who serves as the editor-in-chief of the *Intervention*.

The newsletter editor will solicit articles reporting on current AASP activities and providing relevant professional information from members, university professors, graduate students, and outside agencies. The editor maintains regular communication with the AASP Executive Leadership Committee, with regional directors, and with major committee

chairpersons to obtain current information regarding association activities. The editor and/or communications chairperson will attend AASP Board meetings whenever possible.

Prior to each newsletter submission deadline, the editor will send out a reminder to the major newsletter contributors within the association. The editor may also solicit guest authors or determine other relevant content. The editor is also responsible for obtaining the appropriate permissions for reprinted information.

*Intervention* is published ten times a year and is disseminated to all members as a benefit of membership. The communications committee may also recommend sending the newsletter to additional individuals or groups, with endorsement from the president and considering purpose and expense.

AASP Members will be encouraged, through organizational communications, to contribute relevant information and articles to the newsletter, or website.

**Publishing the Newsletter:** The newsletter is primarily delivered electronically; however, a printed copy will be mailed to members upon request. A typical newsletter runs 3-5 pages, 8.5x11 inches per page. Pictures submitted with articles should be saved separately as a jpg file. Text is saved in Word format. Ads can be submitted as pdf files. Sometimes more articles are submitted than can be included in a given issue. The editor determines priorities and decides which articles to roll over into the next issue.

The editor and association management must communicate about space needs for purchased advertising. Advertising request forms and payment go to the association manager, along with the pdf or jpg ad itself. An Advertising Tracking Sheet has been developed to record what an advertiser has paid for an ad, how many issues have been paid for, whether or not the advertiser also paid for a website ad, and page size of the ad. The tracking sheet is kept by the association manager and sent periodically to the communications chairperson and relevant subcommittee chairpersons. It is important to know when an ad is to be posted and when it should be removed from the website. (Sample letter for job postings is in Appendix D.)

**Guidelines for Article Submissions:** Articles submitted for publication are printed at the discretion of the editor. Priority is given to articles authored by association members and to information directly relevant and interesting to school psychologists in Arizona. The newsletter editor maintains responsibility to edit articles submitted for publication. Articles must not contradict or go against AASP policies. Information content must be accurate. Authors may be asked to rewrite sections or clarify sentences or content as needed. Final edits, if significant, will be shared with the author for final approval. Desktop publishing, however, may make minor changes to the article for presentation within the newsletter.

**Newsletter Calendar:**

<b>Issue</b>	<b>Closing</b>	<b>Date</b>	<b>Distribution Date</b>
August	July 15		August 1
September	August 15		September 1
October	September 15		October 1
November	October	15	November 1
December	November	15	December 1
February	January	15	February 1
March	February	15	March 1
April	March	15	April 1
May	April	15	May 1
June	May	15	June 1

**Regional Director Assignments for a feature article:** Regional directors are responsible for submitting one article per region per year to *Intervention*. Responsibility for securing this article rests with the senior regional director (the one in the second year of his/her elected term). The assignments are as follows:

August	(due July 15)	Northern Region
November	(due October 15)	Central Region
February	(due December 15)	Western Region
April	(due March 15)	Southern Region

**Standard Newsletter Articles or Features:** The following items are typically included in each of the *Intervention* issues:

**All Issues**

- Job postings
- Advertising rates
- Editor's article
- Contributing authors
- Contact information of board members, committee chairpersons, etc.
- Students' Corner
- NASP delegate report (as available)

**August Issue**

- Northern region feature article
- New officers' statements and photos
- Membership renewal form
- Preview of Annual conference

**September Issue**

Annual awards call for nominations and forms  
 Membership renewal form  
 Preview of Annual conference

### **October Issue**

School Psychologist Awareness Week  
 Preview of Annual conference

### **November Issue**

Central region feature article  
 Presidential featured articles

### **December Issue**

Conference summaries and photos  
 Award winners

### **February Issue**

Call for nominations for officers, regional directors  
 NASP annual conference notice

### **March Issue**

Western region feature article  
 Elections reminder (online voting date, see website for candidate statements, etc.)

### **April Issue**

Southern region feature article  
 NASP Summer Institutes announced--save the dates

### **May Issue**

Candidate statements  
 Membership renewal form

### **June Issue**

Outgoing president's statement  
 Membership renewal form  
 Annual conference announcement of date and location ("save the date")

Businesses or school districts may advertise for merchandise or job openings at established rates. These rates include the posting of job openings on the website, as well. Job postings can be viewed by members and non-members. Jobs will remain posted for a period of 90 days, unless the school or district notifies the association that the position has been filled.

Districts or schools are given the option of joining AASP as an Associate Member and having access to posting any and all positions throughout the year for the cost of an annual membership.

Members may advertise themselves as needing a job at no fee, both on the website and in *Intervention*. Non-members may also advertise needing a job for a fee on both the website and in *Intervention*, or for the entire year by becoming an AASP associate member.

### **Photographer**

Photographic records of the association are the responsibility of the photographer. The purpose of having an association photographer is to capture the essence of activities, in order to enhance news stories and to share them with the general membership. It is also important to document the history of the association through pictures.

The AASP photographer works with the *Intervention* editor and with the communications chairperson to determine the need for photographs. The photographer shall maintain the camera of the association. The photographer is reimbursed for the cost of film and for developing pictures. Pictures may also be requested for the website, and, on occasion, for newspapers.

### **Website Management**

The website is maintained by a selected AASP member in return for an annual stipend set by the Executive Board.

Requests for something to be uploaded to the AASP website must include the following information:

1. The location on the site where the information should be placed
2. A title or heading for the post
3. A short blurb/paragraph describing the content/post
4. Any documents to be included/attached
5. Any pictures/images to be added to the post
6. Contact information, including name, email, and phone number for person responsible

Documents that are to be loaded onto the website must be in pdf format but can be converted easily from Microsoft Word. Images/pictures are more easily loaded to the website if they are in jpg format.

Information to be submitted for the website should be emailed to the webmaster and copied to the communications committee chairperson.

The communications committee chairperson has ultimate responsibility for determining what can be placed on the association's website.

### **Social Media Coordinator**

The job of the social media coordinator is to develop and implement social media initiatives to engage AASP members, inform the public about AASP, and promote school psychology in Arizona. The social media coordinator works with other members of the Communications committee to help manage AASP's online presence. Although the social media coordinator serves under the Communication Chairperson, he or she will work with other AASP Board members to assist them in incorporating social media into their respective committees and subcommittees.

### **Requests for Members to Complete Surveys**

AASP gets a number of requests, primarily from graduate students, to involve members in the completion of surveys. All such requests must be reviewed by the Research subcommittee of Professional Development and Advancement Committee before they can be posted. See that section of this manual for details.

Requests to pass out surveys at our annual conference are submitted to the conference committee, which is responsible for determining whether to allow such activity.

**Communication with Media/Legislative Bodies**

The AASP president is the spokesperson for the association. The president may appoint another person to represent the association to the media or to serve as a liaison to other associations or groups on a given occasion. The communications committee chairperson and public relations subcommittee should proactively seek opportunities to highlight the accomplishments of association members to the public.

**General Advertising Policies**

All advertising content is subject to AASP's approval. AASP reserves the right to edit or refuse advertising that is determined unsuitable. Publication of an advertisement does not constitute endorsement or approval by AASP.

Consistent with NASP Professional Conduct Standards, "announcements and advertisements of the availability of publications, products, and services for sale are professional and factual."

Advertisements for tests and other professional measurement tools must meet minimal standards of validity and reliability.

Advertisements for professional presentations must meet AASP standards in terms of sound and accepted theory, research and practice. Presenters must have the appropriate education, training and experience. AASP's advertising of a presentation or workshop in no way indicates sponsorship or endorsement.

## **Professional Development/Advancement Committee**

The primary responsibilities of the Professional Development and Advancement Committee include the following: supporting the annual conference; developing regional workshops; encouraging ongoing professional growth among school psychologists; and recognizing individual accomplishments and outstanding contributions to the field of school psychology including supporting research. Details of this last function are outlined in the “Awards” section of this manual.

## **Annual Conference Planning Committee**

The Annual Conference is the primary responsibility of the president who will be in office at the time of the conference. Planning begins at least one year in advance when he or she is president-elect. The president-elect takes care of the following either independently or in consultation with other leaders.

- Determine the date for the conference at least a year in advance
- Determine the conference location and finalize arrangements
- Select a conference hotel and complete contract regarding room price and number of rooms to be held.
- Contact potential speakers and determine preliminary topics
- Have the AASP management company issue contracts to speakers about six months prior to the conference
- Establish a tentative schedule of speakers, topics, and conference activities by the end of July prior to the conference.
- After conference registration opens, the president should regularly check registration numbers on the AASP website in order to monitor session numbers and overall enrollment numbers. It may be necessary to close some sessions if registration nears room capacity.

**Conference Planning Subcommittees:** The following subcommittees have been established by past presidents; they are recommended but are not required. Assigning subcommittee responsibilities is the prerogative of the president. The conference subcommittees typically begin their work in the spring and summer prior to the conference.

**Exhibitors/Sponsors:** The person(s) charged with soliciting exhibitors and sponsors will need to begin work in the spring prior to the conference. The following steps are suggested:

1. Determine the charges for exhibitors and sponsors.
2. Review the Exhibitor Form and past Exhibitor Letters and update as necessary. Coordinate exhibitor/sponsor communications with the president/president-elect responsible for the conference, as some sponsors may provide speakers for the conference.
3. Contact all past sponsors/exhibitors and identify additional possible sponsors/exhibitors. The NASP Communiqué, company catalogs and advertisements, and knowledge of community agencies may help identify other contacts.
4. Send the letter and form to each sponsor/exhibitor, copying association management on all communications. Unsolicited companies or organizations may contact

association management for information, in which case, the manager sends out the letter and form and notifies the exhibitor chair of the request.

5. Association management creates a spreadsheet to track payments received from exhibitors and sponsor.
6. Sometimes there are negotiations with the companies for upgrades from exhibitor to sponsor. In prior years each of the major publishing companies has paid for speakers or provided funds to cover the AASP conference reception. Discuss possible fees charged and "in kind" donations with the AASP president and association management to determine what is fair and reasonable.
7. The exhibitor chair asks a sponsor or exhibitor to furnish tote bags for attendees.
8. Some companies will opt to pay the exhibitor fee for the publicity and advertising opportunities this offers. Contact information is provided in the conference booklet and on the AASP website and this can be worth the fee for some companies who do not want to send a representative.
9. The exhibitor chair also asks for product donations for the silent auction and raffle, as this is another opportunity for a company and their products to become known to AASP members. The exhibitor chair can even ask for specific products if these are consistent with the theme of the conference or very popular with members. Sometimes companies who do not want to exhibit will consider donating products.
10. The exhibitor chair secures logos from sponsors and works with the chair of the conference brochure and booklet subcommittee to make sure that logos are placed on the front of the conference brochure. Full-page ads are solicited from sponsors to be printed in the Conference Booklet.
11. Prior to the conference, the exhibitor chair works with the conference facility and the AASP president to assure that the correct number of tables is provided in the exhibitor area. Sponsors are given first choice on locations. One table per exhibitor or sponsor is allotted but a second table can be provided to a sponsor upon request. (The conference center charges AASP \$25 per table.)
12. The conference center will make signs for the sponsor/exhibitor tables, if the exhibitor chair provides the names in advance. The exhibitor chair should plan to be at the conference center the late afternoon before the conference to place the name cards on the appropriate tables and assist any exhibitors who want to set up on the afternoon prior to the conference. There are often requests for power outlets and those need to be honored if possible.
13. The exhibitor chair usually arrives early (7:00 or 7:15) on the first day of the conference to greet the sponsors and exhibitors, make sure they receive their name badges and assist with set up. The exhibitor chair also collects the donated products from the sponsors or exhibitors for the Silent Auction.

**Conference brochure/advance publicity:** This subcommittee works with the president to create a conference brochure to be mailed out approximately eight weeks prior to the conference. The person responsible for the brochure works with a design house (such as Alpha Graphics) to create a cover design, print the brochure, and have it mailed. The AASP office provides an up-to-date mailing list.

**Conference book:** A conference booklet is prepared for distribution at the conference. It should contain a presidential welcome, the Governor's proclamation for School Psychology Awareness Week, information about the conference center, a schedule of activities and room locations, speaker biographies and abstracts, and ads from conference sponsors. This committee also collects the speaker presentation materials. These power point presentations are provided electronically to all conference registrants after registration has closed and prior to the conference. The presentation materials are also provided to conference attendees as a CD disk or on a flash drive.

**Continuing Professional Development (CPD Chair):** The president will consult with the CPD chair in determining how many CPD sessions to offer and which presentations will receive this designation. At least every other year, a CPD session should be offered in ethics or legal issues. Other sessions are designated as CPD sessions if the content and presenter are deemed appropriate for this higher-level of credit. CPD sessions should clearly link to the NASP practice model. Because of the extra work involved in managing CPD sessions, the president should designate only one or two per time slot.

The president will notify speakers that their sessions have been designated for CPD credit and solicit learning objectives. If the speaker does not want to provide the learning objectives or does not want to worry about the extra requirements for CPD designation, it should be dropped.

A statement about CPDs and contact information for the CPD chair is provided in the conference brochure. CPD directions are also printed in the conference booklet.

Prior to the conference, the CPD chair prepares certificates for each CPD session. These include the learning objectives for that session. In addition, an evaluation form addressing the specific learning objectives is also prepared. A sign-in sheet is also created for each CPD session. After conference registration closes, these can be generated from the Excel report available from association management. A few blank lines should be provided for those who did not sign up but want to attend.

The CPD chair is also responsible for creating (1) conference evaluation forms for the non-CPD sessions and the overall conference and (2) a continuing education form that allows conference attendees to record their session attendance. Stickers with session details can be created for attendees to put on their CEU sheets, but they are not required.

Each morning before the conference sessions start, the CPD chair briefs volunteers on the procedure for managing CPD sessions. The following are the required components:

- All participants must sign in on the sheet provided. This needs to be monitored so that people who did not pre-register do not take seats from those who did. Additional people may sign in and attend if space allows, but often there is no additional space.
- All participants must stay for the entire session. It is easiest to monitor this if a monitor sits at each door and reminds a person who leaves that he/she must return within 10 minutes in order to receive CPD credit for the session. If the person does not return in a timely manner, that person should not be given a certificate at the end of the session. The person should be told to claim CEU credit on his/her own sheet for the time he/she did attend. The same rule applies for those who arrive more than 10 minutes after a session starts or return very late from a session break.
- At the end of the session, each person who stayed the entire time and turns in an evaluation form is given a CPD certificate.

- All evaluation forms, the sign-in sheet, and extra certificates are turned in to the CPD chair after the session ends.

**Professional awards (Past-president):** There are three awards presented at the annual conference: School Psychologist of the Year, Administrator of the Year, and the Keith Perkins Lifetime Achievement Award. The Awards Committee is chaired by the past president and the regional directors form the selection committee. Materials related to the award are available in the AASP Leadership shared Dropbox folder. The following are the actions performed by the past-president:

- Announce the award nomination process in the *Intervention* and on the website in August. Send out another announcement about 7 to 10 days before the deadline.
- Nominations are due by September 30 or at least six weeks prior to the conference date.
- The regional directors should be contacted about reviewing the nominations and submitting votes four weeks prior to conference. (Creating a shared Dropbox folder where all the nomination documents are saved allows all RDs access to them.)
- The votes are compiled. If no clear winner emerges, the RDs are consulted. (Using a rank-ordered ballot allows the chair to consider second place votes if a winner wasn't clear from the first place votes.)
- Call each award winner to notify them of the award and inform them of the award ceremony date, time, and location. Follow up with a letter to each award winner providing details of the award, ceremony, and invitation to invite guests to see them receive the award. Guest names are sent to association management so that name badges can be prepared.
- Order the awards—either plaques or some other type of award, such as an acrylic or glass design. Check with the president and research chair to see if any additional awards should be ordered.
- Prepare a one-page “citation” compiled from the nominations. This is read at the awards ceremony and a copy is given to the winner at the ceremony.
- After the awards ceremony, send letters to the district superintendent and immediate supervisor of the award winners and include a copy of the citation.
- If possible, send information and photos to local newspapers for publicity and link these to School Psychology Awareness Week.

**Preconference reception/dinner (President):** This event typically is held on the night prior to the start of the conference. The purpose of the dinner is to welcome speakers, thank sponsors, and allow the conference committee a social opportunity before the conference starts.

**Public relations/give-aways/banners:** The public relations group is responsible for advertising AASP through things given away (or sold) at the conference. These might include notepads, lanyards, cups, or any other appropriate (and affordable) item that can be printed with the AASP logo. The subcommittee is also responsible for ordering a banner that thanks the conference sponsors to be displayed at the conference. The subcommittee is responsible for setting up the AASP exhibitor table at the conference and making sure it is

staffed. Typically, each board member is asked to volunteer for a one-and-a-half hour session at the table.

**Reception (President-elect):** The president-elect is responsible for planning the conference reception. For the past several years, we have had the reception at the conference center and included the cost in the registration fees. The conference center recommended Pour Masters, and they have been used for several years. They require a number of attendees. Typically only about one-third of the registrants attend the reception. The conference center can provide some snacks for the reception such as chips and salsa and vegies and hummus. There is an additional cost for this, but attendees do eat.

**Raffle/Silent auction:** This subcommittee is responsible for gathering contributions, setting up displays at the conference, selling raffle tickets, and making sure silent auction winners pay for and collect their items. The following steps are typically followed:

1. In August, send out two letters (in Dropbox)—one for AASP members to use when requesting donations and one for AASP members to give to donors documenting the gift when received. These letters are sent to all board members and committee members. Board members are expected to donate two items. This is stated in the cover email sent with the two attached letters. The letters should be sent again in September as a reminder.
2. Track donations on a chart as people report what they are contributing. Make sure people report the value of the item that is being donated.
3. Exhibitors may make donations such as books or test kits. Make a separate chart for exhibitor donations. Communicate with the exhibitor chair to verify which items will be donated from publishing companies and to report the value of each donated item. There can be so many different versions with online scoring, starter kits, etc. that this is very important to be clear about exactly what is being donated.
4. Determine which items will be used for the raffle and which items will be used in the silent auction and make separate lists for each event. Generally, test kits are put in the auction. Each gift basket should have a unique name as there are usually many baskets with similar items and with different values. Some of these should be in the raffle and some in the silent auction. Gift cards seem to go well in either event.
5. Make bid sheets for silent auction items and descriptive place cards for raffle items. Templates are in Dropbox to be used if desired. Start bidding at about half or one-third of the value of the item.
6. Tell people to bring their items to the conference center on the first day of the conference so that all items are present whether they will be included in the silent auction or the raffle.
7. On Thursday, arrive early (6:45) to receive items. Prior to the start of the opening session, put auction items and bid sheets out. Make sure four tables are set up in corner of banquet room for this. There are acrylic frames to use for display information. Tell the audience multiple times what time bidding will end.
8. When it is time to end the bidding, have volunteers ready to pick up bid sheets promptly. Give the bid sheets to the person responsible for collecting payments. Move the auction items to a secure spot, such as behind the registration table. Have

a pre-printed chart of auction items and a column to report the bid winner as determined from the bid sheets. Post this sign by the registration table and the payment table. When the winner makes payment, this is indicated on the bid sheet. The bid sheet with payment indicated is the person's ticket to pick up their item. The person handing out items should keep the bid sheets for association records. If someone has not picked up their winning item by midafternoon, call them.

9. Store items for raffle in the designated locked conference center room over night.
10. On Friday, arrive early (7:00) to put out raffle items and information sheets. Place a small gift bag or something else by each item for tickets.
11. Board members are often willing to sell tickets. If additional help is needed, communicate with the volunteer coordinator to secure assistants for selling raffle tickets. Sell tickets during breaks and lunch. Sell tickets at the registration desk as well as at the AASP table. Participants take both portions of the tickets. Direct them to put half of each ticket in the bag of a raffle item that is of interest and keep the other half to show their ticket was drawn. As cash is collected, give it to the treasurer for safe keeping.
12. When needed, raffle tickets can be purchased at a dollar store. Make sure that ticket numbers are not duplicated on multiple sets of tickets. AASP has baskets for use when selling tickets. Make multiple announcements during lunch for selling tickets and when the raffle will be held.
13. Ask raffle volunteers to bring items to the podium when numbers are called out. Numbers should be checked from winning ticket to ticket brought up front when collecting the item.

**Logistics coordinator:** The logistics coordinator is the on-site "go to" person for speaker needs. Speaker hosts should contact the logistics coordinator with any problems/concerns.

**Research Awards and Poster Session (Research Chair):** The research chair is responsible for the following:

- Update and distribute the calls for practitioner research (Max Jones award), student research (Ed Argulewicz award) and posters. The awards/poster session information is submitted to the communications chair for publication in the *Intervention* and on the website. Submissions are due by September 30 or six weeks prior to the conference date. (See Dropbox for award criteria and sample announcements.)
- Review submissions with the research committee (typically two other members) and determine winners for the research awards and which posters to accept.
- Winners and accepted poster presenters are notified by the research chair.
- Inform the treasurer about monetary awards due to the selected award winners/presenters so that checks can be prepared.
- Notify the past-president/awards chair so plaques can be ordered for the award winners.
- Present the research awards and checks during the conference award ceremony.

- Ensure that poster presenters have adequate space and supplies (such as tape) for displaying their posters.

**School Psychology Awareness Week (SPAW):** The AASP president or the person designated as responsible for SPAW, makes a request to Governor's office for School Psychology Awareness Week to coincide with the NASP dates. The proclamation's "whereas" items should relate to conference themes and/or association priorities. The form is filled out online at: <http://azgovernor.gov/governor/form/proclamation-request>. When received, a copy of the proclamation is sent to the printer and the conference booklet chair for inclusion in the booklet.

**Speaker liaisons:** This subcommittee contacts each speaker in advance of the conference to let them know about conference events and find out about travel needs. If needed, volunteers are found to provide transportation to events (such as the preconference dinner) and to/from the airport, hotel, or conference center.

The subcommittee solicits volunteers to serve as speaker hosts during the conference. The duties of a host include:

- making personal contact with the speaker prior to the conference and assuring that his/her needs are met,
- meeting the speaker prior to the session, making sure that the speaker finds the correct room and has the materials needed
- introducing the speaker at the start of the session, managing the question/answer session (if there is one), and addressing other needs that arise during the session.

A list of speakers and hosts is placed at the AASP exhibitor table and at the registration table for reference during the conference.

**Volunteer coordinators:** The AASP Board has authorized the use of school psychology graduate students to work as volunteers at the conference in exchange for one day's conference registration. A total of six such volunteers per day is authorized for the registration cost. Universities are contacted for recommendations of such volunteers. Student volunteers must be student members of AASP in order to qualify. Volunteers assist with registration, with raffle/silent auction activities, and with CPD certificates. Specific directions are provided by the volunteer coordinators and the relevant subcommittee chairs. The volunteers should be asked to sign an agreement with AASP to assure that they understand their responsibilities and that they are making a commitment to fulfill these. If a student does not fulfill the expected duties, the university supervisor should be notified.

**AASP/NASP exhibitor table coverage:** Each board member and conference committee member is asked to sit at one of these tables for 90 minutes during the conference. The president will create sign-up sheets and send them out approximately three weeks ahead of the conference. (Warning: table hosts cannot earn CPD credits during this time but may record CEU credit for the portion of a session that was missed.)

A binder of critical information should be provided at the table so that those assisting conference attendees have the necessary information. As a minimum, the binder should include: (1) a copy of the conference booklet; (2) a list of cell phone numbers of critical people such as the president, the CPD chair, the logistics coordinator, etc.; (3) AASP table coverage assignments; and (4) speaker host assignments.

**Registration coverage:** Prior to the start of registration on conference days, the following people should be at the conference center to set up: president, volunteer coordinator, volunteers, conference brochure/booklet chair, CPD chair, public relations/give aways chair, exhibitor chair, association manager, and anyone else that the president asks. Prior to opening conference registration, this team will prepare registration packets to include a bag (if available), the conference book, presentation CD/flash drive, conference evaluation form, and fliers provided by exhibitors/sponsors. Association management will provide nametags for those who have registered for the conference. Those at the registration table will hand out nametags and conference packets. If someone is not registered, refer him/her to association management to complete the process.

As conference host, the president should be available to welcome attendees and direct them as needed.

**Conference facility coordination:** Within the month prior to the conference, the president must communicate with the conference center to assure that all details are addressed. The most efficient way to do this is to meet at the conference center to review details two to three weeks prior to the conference. For this meeting, the president should have current and projected registration counts for each day of the conference (separate counts for Thursday and Friday) and for each session. The following should be addressed at this meeting:

- assign rooms to speakers and other events
- determine set up style of rooms
- confirm daily meal numbers
- select meal menus
- provide list of speakers/topics so that conference center can make room topic signs (a copy of the brochure is fine)
- confirm the number of exhibitor tables to be set up and how they are to be arranged (provide names of exhibitors/sponsors so the center can make signs for tables)
- assure that wireless access will be available to conference participants in meeting rooms
- determine what equipment is to be provided in each session room (computer, microphone, stool, podium, etc.)

After this meeting, the conference center will create a Banquet Event Order (BEO). It must be signed by the president two weeks prior to the conference. The BEO specifies all of the conference center details, although final attendee numbers can still be changed up to four days prior to the conference dates.

If there is a sponsor banner to be hung, the conference center needs it at least one week ahead of the conference.

Final counts are due four business days before the conference. The president should verify final registration numbers separately for Thursday and Friday and provide these to the conference center on the Friday prior to the conference week.

On Friday morning of the conference, the president must review the final billing and give it to the treasurer for payment.

### **NASP-Approved CPD Provider**

AASP was granted status as an approved provider of NASP Continuing Professional Development (CPD) in 2007. Our provider number is 1013. AASP offers NASP CPDs for professional development activities sponsored by the association-at-large and organized by a board member and/or AASP regional directors. (See Dropbox for examples of the standard workshop documentation of attendance and evaluation form.)

### **Continuing Professional Development Grievance Procedure**

The Arizona Association of School Psychologists is committed to delivering continuing professional development programs consistent with the standards put forth by the National Association of School Psychologists.

The responsibility of adhering to NASP standards rests with the AASP Leadership Committee, the Chairperson of the Professional Development Committee, and the Continuing Professional Development Subcommittee Chairperson.

If an attendee of an AASP CPD program has a grievance, he/she will address the concern in writing to the coordinator of the program, as listed on the conference brochure, or the Continuing Professional Development chairperson. The coordinator and/or the CPD chairperson will attempt to resolve the issue within 30 days.

If within 30 days the issue is not resolved to the satisfaction of the complainant, he or she can request, in writing, mediation of the issue by at least two other available AASP Executive Board Members. This mediation shall be conducted within 15 days of receipt of the written requests.

If the issue is not resolved through this process, the complainant shall be notified in writing to contact the Director of Professional Standards and Continuing Professional Development, National Association of School Psychologists, 4340 East West Highway, Ste. 402, Bethesda, MD 20814.

### **Continuing Education Co-Sponsorship Policies & Procedures**

Regional workshops sponsored by Regional Directors are considered AASP activities. In cases where AASP wishes to team up with another association or agency for a workshop or presentation, the following policies and procedures were approved by the Board on September 11, 2009.

Regional workshops sponsored by Regional Directors are considered to be AASP activities. The following policies and procedures are put forth by the Arizona Association of School Psychologists to manage co-sponsored continuing education activities. These policies and procedures were developed in order to meet NASP Approved Provider of Continuing Education Policies and Guidelines.

#### **A. Selection and Presentation**

The program content of all co-sponsored continuing education activities will address one or more of the professional practice domains included in the *NASP Model for Comprehensive and Integrated School Psychological Services (2010)*. These domains include:

- Data-Based Decision Making and Accountability
- Consultation and Collaboration
- Interventions and Instructional Support to Develop Academic Skills

- Interventions and Mental Health Services to Develop Social and Life Skills
- School-Wide Practices to Promote Learning
- Preventive and Responsive Services
- Family-School Collaboration Services
- Diversity in Development and Learning
- Research and Program Evaluation
- Legal, Ethical, and Professional Practice

The AASP CPD Chairperson will work with the co-sponsoring agency to determine which domains will be addressed. It is the responsibility of the CPD Chairperson to ensure that the proposed continuing education activity directly addresses a specific content area and enhances attendees' skill set, competencies, and knowledge.

Both parties will plan the program jointly, including speaker selection, educational objectives, and criteria for evaluation review. Individuals selected as speakers are expected to be experts in the subject matter being covered in the presentation.

Speaker selection and program content will be based on the needs and interests of school psychologists, educational personnel, and other mental health professionals. AASP and the co-sponsoring organization will ensure that the content of the continuing education activity is appropriate for credentialed professionals in the field of education and/or mental health.

AASP and the co-sponsoring organization will jointly select the presenters for the program and agree in advance on the appropriate instructor fees and travel expenses.

### **B. Promotion of Continuing Education Activities**

All brochure materials will be prepared jointly by AASP and the co-sponsoring organization. The co-sponsoring organization has permission to advertise the program via e-mail and on their website.

The CPD Chairperson is responsible for reviewing program advertising material to ensure that it meets NASP Approved Provider guidelines. This includes clearly stating instructional objectives in behaviorally-operationalized language relevant to the practice of educational and mental health practitioners. The number of continuing education contact hours offered will be stated.

AASP, via the CPD Chairperson, is responsible for obtaining and maintaining copies of presenters' vitae.

### **C. Enrollment and Logistics**

AASP will coordinate program operations for any CPD approved conference, including site selection, registration, sign-in rosters, audio-visual equipment, and evaluations.

The CPD Chairperson is responsible for retaining registration information, rosters, and original evaluation forms at the conclusion of the continuing education activity. Participants who attend the session in full will receive a documentation of completion at the end of the continuing education activity.

#### **D. Financial Arrangements**

The financial obligations and accounting for this program will be agreed upon in advance by AASP and the co-sponsoring organization. The CPD Chairperson is responsible for ensuring that any expenses incurred by AASP are within the budget and/or approved by the board.

#### **E. Miscellaneous Provisions**

AASP and the co-sponsoring organization will work together to ensure that the NASP Principles for Professional Ethics are upheld.

### **Research Committee**

The Research Committee has two primary functions: (1) to support and encourage research among school psychologists in Arizona and (2) to make awards for outstanding research at the annual conference. The Executive Board adopted the following policy statement regarding research opportunities:

The Arizona Association of School Psychologists (AASP) provides space on its website for research opportunities related to the field of school psychology. Research opportunities may include requests to complete surveys, questionnaires, and/or other research methods. All research opportunities endorsed by AASP and posted on its website have been thoroughly reviewed by the Research Committee. Questions or comments regarding any of the endorsed research opportunities should be directed to the primary researcher.

Researchers interested in accessing AASP members to assist in research efforts must follow the procedures for review of their protocol. Protocols with all required information will receive full consideration. Research opportunities approved by AASP will be highlighted on the website and a corresponding electronic notification will be sent to all members. AASP will not grant any request for the phone numbers, email addresses, or any other contact information of its membership for the purposes of a research study. AASP will contact its members through electronic communication to inform them of AASP-approved research opportunities contained on the webpage.

To protect our members from survey fatigue, research requests are approved on a very competitive basis. This also ensures that members' contact information is used only in expected ways and that there are adequate response rates for research efforts that are approved by the Research Committee.

**Policy and Disclaimer Notice:** The research opportunities posted on this AASP website are voluntary. AASP does not necessarily endorse the research studies included on this webpage. If you have a question or comment regarding any of these research opportunities, please contact the primary researcher directly.

AASP reserves the right, from time to time, as deemed appropriate, to undertake the following editorial functions in the management of its website: (1) to limit or adjust the number of research opportunities made available through the website; (2) to remove all research opportunities from its website in its entirety; or (3) to remove research opportunities to any study determined, after subsequent review, in the sole editorial discretion of the AASP, to no longer serve the prerequisite purposes set forth in this policy.

Decisions regarding the inclusion of a research opportunity from the website shall be made by the AASP Research Committee in accordance with the following process:

1. The primary researcher must contact the Research Committee chair to request the posting of a research opportunity.

2. The primary researcher must provide a copy of an approved IRB form along with (a) a brief (1-2 pages maximum) summary of the research, including rationale, research questions, and implications for the field of school psychology and (b) a one-paragraph abstract that can be posted on the AASP website and provided via electronic communication to members if the research is approved by AASP.
3. The Research Committee will determine if the research opportunity is in accordance with the purposes of AASP and its' members.

The AASP Research Committee reviews each complete research request and decides and which to approve. Decisions are made in accordance with the purposes of AASP and its' members. The Research Committee chairperson will respond to each primary researcher with the committee's decision within two weeks of the receiving the request. The chairperson will communicate with the Communications Committee chairperson and the webmaster regarding posting each approved request on the website and sending the electronic communication to members.

All research opportunities will remain on the webpage for 45 days unless otherwise requested. All research opportunities will be removed from the website at the end of the current period for requests. Researchers desiring to maintain their approved research opportunity beyond one period must resubmit their request following the same procedures stated above.

## **Professional Standards Committee**

The function of the Professional Standards Committee is to promote high standards of professional practice of school psychologists, in order to accomplish the mission of AASP; i.e., to promote optimal success for all children and youth. This committee is responsible for recruiting members to the association and for providing support to members. Areas of concern to the Professional Standards Committee include the following: professional conduct of school psychologists; preparation program standards and training competencies; supervision of professionals, both in training and in professional practice; credentialing standards; professional best practice procedures; mentoring professionals new to the field and developing a support network; and overseeing activities for School Psychology Awareness Week.

### **Membership**

(See Section VI of this Manual for details regarding this position.)

### **School Psychology Awareness Week**

School Psychology Awareness Week (SPAW) is established by NASP and is often near the time of the association's annual conference. The SPAW chairperson is responsible for working with the association president to seek a proclamation from the governor declaring the appropriate week as School Psychology Awareness Week. (See Annual Conference section of this manual for further details.)

The SPAW chairperson promotes awareness of the week well in advance through an article in the *Intervention*, through social media, and through other communications. Arizona school psychologists should be encouraged to visit the NASP website for suggestions for promoting SPAW. NASP establishes a theme for each year and offers suggestions about ways school psychologists can promote this week. In addition, the SPAW chairperson should solicit publicity and/or submit articles to media promoting the field of school psychology.

### **School Psychology Support Network**

The Support Network has two primary purposes: (1) provide general support to school psychologists who are new to the field or new to Arizona; and, (2) offer school psychologists the opportunity to increase their competencies and deal with challenging issues via consultation with other school psychologists.

School psychologists must be members of AASP in order to participate in the Support Network. School psychologists who are interested in serving as a support network consultant shall complete an application and submit it to the Professional Development and Advancement Committee. Selection of consultants is at the discretion of the Professional Development and Advancement Committee.

Consultants will not be called upon more than twice in a calendar year unless they indicate additional availability. A consultant can be removed from the program at any time at the discretion of the Professional Development and Advancement Committee. In the event that demand for consultants exceeds availability, AASP board members will be asked to help by recommending new consultants for the Network or serving as consultants themselves. Requests for support and the assignment of consultants are the responsibility of the Professional Development and Advancement Committee Chairperson and his/her designee.



## **Executive Leadership Committee**

The Executive Leadership Committee oversees the activities of the association and its Executive Board and standing committees, develops agendas for meetings, assures cohesion with NASP, and oversees the annual elections process. The Executive Leadership Committee is comprised of the President, Past President, President Elect, Secretary, Treasurer, and NASP Delegate (ex officio).

The following are the responsibilities/duties of the Executive Leadership Committee:

- To supervise the affairs of the association between meetings of the Executive Board
- To manage the affairs of the association within the policies set by the Executive Board
- To review matters on the agendas of meetings of the Executive Board and to make recommendations about these matters
- To negotiate the terms of any contract entered into on behalf of the association with other associations, association management, publishing services, etc.
- To supervise and evaluate performance of association management

Upon a majority vote, the executive leadership committee may declare an emergency and hold a mail, email, or telephone ballot of the Executive Board for purposes of acting on any proposed course of action recommended responding to the matter which constitutes the emergency.



### **Section VIII: Awards**

Annual awards given by the association include: School Psychologist of the Year, Administrator of the Year, Keith Perkins Award (for lifetime achievement in school psychology), Max Jones Memorial Award for Practitioner Research, and Ed Argulewicz Memorial Award for Student Research. The past president serves as Awards Committee chairperson for the three professional practice awards, and the Research Subcommittee of the Professional Development and Advancement Committee is responsible for reviewing nominations and selecting winners of the two research awards.

An announcement/call for awards is sent to all association members no later than August 15 each year. If possible it should also be sent to special education directors throughout the state. The call for awards is also posted on the website before August 15. An announcement also should be included in the August 1 issue of *Intervention*. Criteria for the awards are in the appendices, and sample letters are available in Dropbox.

The deadline for submitting award nominations is September 30, unless the annual conference is planned for October; in which case the deadline for submissions is September 15. All awards nominations are submitted to the appropriate awards chairperson.

Nominations for research awards are reviewed by the research committee whose chairperson communicates names of awardees to the Awards Committee chair so that awards can be ordered. The professional practice award nominations are reviewed by the Awards Committee chair and the eight regional directors.

The Awards chairperson sends a formal letter of notification to each award winner at least two weeks prior to the AASP annual conference. The letter invites the winner to attend the annual conference to receive his/her award.

As soon as the winners are selected, the Awards Committee chairperson orders awards for the presentation.

Awards are presented by the past president at the annual conference.

(See the Annual Conference Planning Committee section of this manual for more detailed procedures.)



## ***Section IX: Conducting Bylaw Revisions***

The association Bylaws can only be changed by the membership as a whole; however, the preparation of a revision of the bylaws involves a number of steps:

- A motion for a bylaw change can be proposed at any regular meeting of the Executive Board.
- The president shall appoint a committee to develop the rationale and wording of the proposed revision.
- The Board shall hear the revision and an open discussion should follow.
- At the next quarterly meeting of the Board, the bylaw revision should be given a final reading and a call for a vote on the motion be made.
- If approved, the revised bylaw shall be submitted to the membership for vote at the annual meeting or by some other approved method (website posting or mail ballot).

An amendment also can be proposed by the membership, through submission of a petition signed by a minimum of 25% of the association's membership.

## ***Section X: Maintaining Historical Documentation***

The secretary shall maintain minutes from each meeting of the Executive Board and the association's annual meeting throughout the duration of his/her elected term. The secretary shall maintain an accurate list of the association's equipment (computers, projectors, software, etc.) and its location. At the end of the secretary's term in office, official records of the association will be passed to the newly-elected secretary.

The president and treasurer are responsible for passing relevant materials on to their successors at the end of their elected terms in office.

Photographic records of the association are the responsibility of the photographer. The photographer shall maintain the camera of the association.

An association historian is responsible for compiling and maintaining the important documents of the association and working with the Communications Committee to see that accurate lists of prior award winners, association officers, etc. are shared on the website and/or through the *Intervention*.

## Section XI: Association Timelines

### Strategic Planning and Goal Review

Long-term strategic planning should happen at least every five years. The president is responsible for initiating such a planning process with approval of the Executive Board.

At the annual leadership retreat, the Executive Board will review the association’s goals and progress on the strategic plan, and set association goals for the coming year.

### Annual Association Calendar

Month/Day	Activity	Responsible Person/ Committee
July 1	New officers/leaders take office	
July	Award nomination materials prepared	Awards Chair (past-president) Research Committee chair
	Committee chairpersons selected	President
	Internal audit committee named	President
August 1	August <i>Intervention</i> e-mailed	Communications Committee
15	Award nomination materials e-mailed	Awards chairperson
	Prepare draft of annual conference announcement	Conference Committee
	Executive Leadership Committee meets to prepare for September Executive Board meeting and plan for Annual Meeting of the association	President
September 1	September <i>Intervention</i> e-mailed	Communications Committee
September	Executive Board meets	President
	Committee chairpersons approved (unless done at previous board meeting)	Executive Board
15	Conference brochure mailed	Conference Committee
15	Publicity out for School Psychologist Week	Professional Standards Committee
30	Award nominee deadline, committees meet to review and select winners	Awards Chairperson/Research Committee chairperson
	Internal audit completed	Treasurer and audit committee

October 1	October <i>Intervention</i> e-mailed	Communications Committee
	Final financial report prepared for previous fiscal year	Treasurer
	Final planning for annual conference: speaker arrangements, AV equipment secured, etc.	Conference Committee
	Materials from annual conference speakers compiled and conference agenda book prepared for publication	Conference Committee/Association management
31	Deadline to renew memberships for current fiscal year	
November 1	November <i>Intervention</i> e-mailed	Communications Committee
November	Annual Conference	Conference Committee
	Annual meeting of the association	President
	Begin planning for next annual conference: determine date and venue	President-elect
	Executive Leadership Committee meets to plan December Executive Board meeting	President
December 1	December <i>Intervention</i> e-mailed	Communications Committee
	Executive Board meets	President
January	Call for nominations for open offices out	Past-president
February 1	February <i>Intervention</i> e-mailed	Communications Committee
	Executive Leadership Committee meets to plan March Executive Board meeting	President
	Secure major speakers for conference/contact exhibitors	President elect/association manager
March 1	March <i>Intervention</i> e-mailed	Communications Committee
March 1	New members joining after this date do not have to pay current year dues	
1	Nominations close	Past president
	Executive Board meets	President
	Budget managers notified of planning for	Treasurer

	next year's budget	
5	Candidate statement questions sent out	Past president
15	Candidate statement questions returned	Past president
30	Candidate statements and photos sent to Intervention editor and placed on web site	Past president/ Web Master
April 1	April <i>Intervention</i> e-mailed	Communications Committee
	Electronic voting opens and announcement sent to members	Web Manager
	Budget managers submit requests for next year's budget	Treasurer
	Draft budget prepared	Treasurer
20	Election voting closes	Web Manager
30	Election results shared with candidates and sent to Intervention editor	Past-president
May 1	May <i>Intervention</i> e-mailed	Communications Committee
	Executive Leadership Committee meets to plan June Executive Board meeting/retreat/reviews proposed budget	President and President-elect
June 1	June <i>Intervention</i> e-mailed	Communications Committee
June	Executive Board meets (reviews and adopts budget)	President and President-elect
	Make assignments for annual conference, finalize speaker contracts/exhibitors, appoint committee members	President-elect



## Appendix A: Criteria for School Psychologist of the Year Nominations

Nominees for School Psychologist of the Year should be school psychologists whose practice embodies the *NASP Practice Model* and whose practices permeate all aspect of service delivery as defined in the following domains of practice. Consult the NASP website for additional details and examples of how each domain might be practiced, if needed.

**Domain 1: Data-Based Decision Making and Accountability**-School psychologists have knowledge of varied models and methods of assessment and data collection for identifying strengths and needs, developing effective services and programs, and measuring progress and outcomes. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to use psychological and educational assessment, data collection strategies, and technology resources and apply results to design, implement, and evaluate direct interventions, psychological services, and programs.

**Domain 2: Consultation and Collaboration**-School psychologists have knowledge of varied models and strategies of consultation, collaboration, and communication applicable to individuals, families, schools and systems, and methods to promote effective implementation of services. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to consult, collaborate, and communicate effectively with others.

**Domain 3: Interventions and Instructional Support to Develop Academic Skills**-School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curricula and instructional strategies. School psychologists, in collaboration with others, demonstrate skills to use assessment and data collection methods and to implement and evaluate services that support cognitive and academic skills.

**Domain 4: Interventions and Mental Health Services to Develop Social and Life Skills**-School psychologists have knowledge of biological, cultural, developmental, and social influences on behavior and mental health, behavioral and emotional impacts on learning and life skills, and evidence-based strategies to promote social–emotional functioning, and mental and behavioral health. School psychologists, in collaboration with others, demonstrate skills to use assessment and data collection methods and to implement and evaluate services that support socialization, learning, and mental and behavioral health.

**Domain 5: School-Wide Practices to Promote Learning**-School psychologists have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental and behavioral health. School psychologists, in collaboration with others, demonstrate skills to develop and implement practices and strategies to create and maintain effective and supportive learning environments for children and others.

**Domain 6: Preventive and Responsive Services**-School psychologists have knowledge of principles and research related to resilience and risk factors in learning and mental health, services in schools and communities to support multitiered prevention, and evidence-based strategies for effective crisis response. School psychologists, in collaboration with others, demonstrate skills to promote services that enhance learning, mental and behavioral health,

safety, and physical well-being through protective and adaptive factors and to implement effective crisis preparation, response, and recovery.

**Domain 7: Family–School Collaboration Services**-School psychologists have knowledge of principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children’s learning and mental and behavioral health; and strategies to develop collaboration between families and schools. School psychologists, in collaboration with others, demonstrate skills to design, implement, and evaluate services that respond to culture and context and facilitate family and school partnerships and interactions with community agencies for enhancement of academic and social–behavioral outcomes for children.

**Domain 8: Diversity in Development and Learning**-School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse student characteristics; principles and research related to diversity factors for children, families, and schools, including factors related to culture, context, and individual and role difference; and evidence-based strategies to enhance services and address potential influences related to diversity. School psychologists provide professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, and backgrounds and across multiple contexts. Understanding and respect for diversity in development and learning, and advocacy for social justice, are foundations for all aspects of service delivery.

**Domain 9: Research and Program Evaluation**-School psychologists have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation sufficient for understanding research and interpreting data in applied settings. School psychologists demonstrate skills to evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, and analysis to support effective practices at the individual, group, and/or systems levels.

**Domain 10: Legal, Ethical, and Professional Practice**-School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists. School psychologists demonstrate skills to provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including respect for human diversity and social justice, communication skills, effective interpersonal skills, responsibility, adaptability, initiative, dependability, and technology skills.

## **Appendix B: Criteria for the Keith Perkins Award**

Nominees for the Keith Perkins Lifetime Achievement Award should be nearing the end of their professional careers and should have demonstrated outstanding achievement as a school psychologist over the course of their careers. A nominee for this award must also be a current member in good standing of AASP. The following criteria are considered in selecting the winner of this award.

### **Service to Students**

- Assesses educational and psychological strengths and needs of individuals and groups of children.
- Assists in the solution of problems through counseling.
- Works with other specialists in planning and implementing individualized educational programs.

### **Service to Teachers**

- Helps plan educational programs based upon identified strengths and needs of individuals or groups of children.
- Works toward the solution or management of problems of students whose learning or adjustment disabilities interfere with classroom activity.
- Provides information and ideas on the application of psychological research and theory to the classroom.

### **Service to Administrators**

- Facilitates educational planning through research and consultation.
- Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state and federal sources.
- Provides in-service education for teachers and staff.
- Participates in the development and evaluation of programs and services.

### **Service to Parents**

- Provides parents with information about the educational and psychological strengths and needs of their children.
- Explores means by which parents and the school can work together more effectively to assist the child.
- Expedites referrals to other specialists and agencies when appropriate.
- Offers educational programs concerned with child rearing and school-related topics.

### **Service to Community Agencies**

- Identifies children with special needs beyond the scope of school resources.
- Provides information and interpretations that facilitate service to children.
- Serves as a school representative to help others understand school goals, needs and operations.
- Offers specialized educational programs and materials.

### **Service to the Profession**

- Sees his or her work as a constant search for knowledge about human behavior, and uses such knowledge for the promotion of human welfare.

- Advances school psychology through the application of psychological knowledge to the problems of the schools, with special attention to the interactions of the school system and child.
- Governs his or her professional behavior by the Code of Ethics of AASP, the American Psychological Association, and NASP.
- Participates actively in appropriate local, regional, state, and national professional organizations.
- Is a member of the Arizona Association of School Psychologists.

## **Appendix C: Guidelines for the Max Jones Practitioner Research Award**

AASP members are encouraged to submit a research paper for consideration of the Max Jones Practitioner Research Award. Winners of this award receive a cash prize from AASP.

The paper submitted must conform to standards outlined in the latest edition of the Publication Manual of the American Psychological Association. The paper must be submitted in its entirety, including an abstract and references. It must be typed and double-spaced, and must not exceed 25 pages. Five copies of the paper must be submitted to the Research Committee chair by the deadline stated in the call for papers.

A paper may be in submission to a journal or other publication, but may not already be published or in press. The paper may have been presented at another conference or workshop, but if it has been, then that must be disclosed as part of the submission.

Applicants may be asked by AASP president to present their papers at the AASP annual conference or at a regional workshop. Such requests for presentations will be made at least one month prior to the conference/workshop to allow sufficient preparation time.

The principal author of a submitted paper must be a member of AASP or have submitted an application for membership. A paper may have multiple authors, in which case a certificate will be awarded to each of the co-authors who are AASP members or have applied for membership. The monetary award will be given only to the primary author who may decide whether or not to share it with his/her co-authors.

The guidelines for Research Paper Review are available on the AASP website.

## **Appendix D: Guidelines for the Ed Argulewicz Student Research Award**

The winner of the Ed Argulewicz Student Research Award receives a cash award. The principal author of a submitted paper must

- be a student member of AASP;
- be a full or associate member of AASP who conducted the submitted research as a graduate student; or
- have submitted an application for membership.

The research paper submitted for consideration for this award must have been conducted by a student. Newly certified school psychologists may submit research conducted while a graduate student, as long as the research upon which the submitted paper is based was conducted within two years of having completed it. A paper may have multiple authors, as long as the principal author meets the aforementioned criteria.

If the principal author is a student, he or she must be enrolled in a school psychology graduate program. If the principal author is not currently a student, he or she must have been enrolled in a school psychology graduate program within two years prior to submitting a paper.

A certificate and the monetary award for the winning paper will be given only to the author as defined above. If there are multiple authors, each AASP member will receive a certificate. The primary author will receive the monetary award and may decide to share with his/her co-authors or not.

The paper submitted must conform to standards outlined in the latest edition of the Publication Manual of the American Psychological Association. The paper must be submitted in its entirety, including an abstract and references. It must be typed and double-spaced, and must not exceed 25 pages. Five copies of the paper must be submitted to the Research Committee chair by the deadline stated in the call for papers.

A paper may be in submission to a journal or other publication, but may not already be published or in press. The paper may have been presented at another conference or workshop, but if it has been, then that must be disclosed as part of the submission.

Those submitting papers for consideration may be asked to present their papers at the upcoming AASP Conference, typically in a poster session.