

**IDAHO SCHOOL PSYCHOLOGIST ASSOCIATION**

# **CONSTITUTION AND BY-LAWS**

**Revision Adopted by ISPA Membership, October 2017**

Original Constitution developed by ISPA Steering Committee (1975)  
Chairperson: Kay Anderson  
North Idaho Representatives: Tom Fairchild, Betty Jo Ehlert  
Southwestern Idaho Representatives: Polly Ferguson, Ken Dunbar  
Southeastern Idaho Representatives: Wes Hill, Bob Eldridge

Adopted by ISPA - November 14, 1975  
Revised by ISPA - 1983, 1986, 1996, 2003, 2014, 2015, 2017

## ARTICLE I: NAME

The name of this organization shall be the Idaho School Psychologist Association. The Idaho School Psychologist Association is an affiliate of the National Association of School Psychologists (affiliated 10/5/78).

## ARTICLE II: DEFINITION OF TERMS

- Constitution:** The primary document of the Idaho School Psychologist Association which delineates rights and powers of the members.
- By-Laws:** The policies, rules, and guidelines used to conduct the affairs of the Association.
- Association:** The term which designates and refers to the Idaho School Psychologist Association.

## ARTICLE III: OBJECTIVES AND LIMITATIONS

### Section 1. Objectives

The objectives of this Association shall be:

- a) to serve the mental health and educational needs of all children and youth;
- b) to help secure conditions necessary for the greatest effectiveness in the practice of psychology in the schools;
- c) to provide opportunities for the exchange of professional ideas, methods, and research among school psychologists and others;
- d) to assist in the establishment and maintenance of high standards of competency, service, and ethical conduct among its members;
- e) to advance the professional status of school psychologists; and,
- f) to represent its members' professional interest in relation to other branches of psychology, the field of education and the general public.

### Section 2. Limitations

The Association shall be nonprofit and has a policy of nondiscrimination on the basis of race, color, national origin, religion, sex, age, or disability.

## ARTICLE IV: MEMBERSHIP

### Section 1. Categories of Membership

Membership in this association shall be divided into four categories. The categories shall be as follows:

**Regular Member:** Membership in this category shall be limited to one who is: a) certified by the State of Idaho as a school psychologist, or; b) trained as a school psychologist, but currently functioning as a consultant or supervisor in psychological services, or; c) primarily engaged in the training of school psychologists at a college or university, or; d) one who has retired and has been a member in good standing.

Election to office, appointment as chairperson of committees, voting privileges and the right to propose amendments or revision of the By-Laws shall be reserved for membership of this category only.

**Associate Member:** Membership in this category shall be open to other persons whose interests/profession are in accordance with the stated objectives of this association, for example, persons who are licensed by the State of Idaho as a psychologist, but not endorsed as a school psychologist. This person should be engaged in professional work that is primarily psychological and/or school related (directors of special education, teachers, counselors) in nature.

**Student Member:** Membership in this category shall be open to those currently enrolled in a school psychology training program.

**Honorary Member:** Membership in this category shall be by invitation of any member of the association through the membership committee, subject to approval by the majority of voting members present. An honorary member is one, who in the opinion of a majority of the voting membership present, has made a significant contribution to the field of school psychology.

Formal application for individual membership may be obtained from the Membership Officer and, when completed, returned to the Membership Officer.

## **Section 2. Severance of Membership**

Severance of membership at all levels shall be for:

- a) non-payment of dues; or,
- b) violation of the National Association of School Psychologists Principles for Professional Ethics. Violation charges are to be presented to the Professional Standards and Ethics Committee, who will follow due process procedures and make a recommendation to the Executive Board. Expulsion requires majority concurrence of the Executive Board and two-thirds vote of the regular membership at a general meeting of the Association.

## **ARTICLE V: GOVERNMENT**

### **Section 1. By-Laws**

The Constitution and the By-Laws of this Association shall be adopted and amended by the Executive Board and two-thirds of the membership present at the Annual Meeting.

### **Section 2. The Executive Board**

The Executive Board shall be composed of the Association's officers as defined in Article VI, Section 1. The duties of the Executive Board shall be to: a) meet at least once annually, and b) conduct all matters of business pertinent to the affairs of the Association.

## **ARTICLE VI: OFFICERS**

### **Section 1. Officers**

Officers of the Association shall be president, president-elect, president-elect elect, past president, secretary, treasurer, membership and recruitment, regional representatives, student representatives, NASP delegate, historian, government public relations, social, awards, school psychology action network. One person may hold no more than two (2) positions on the Executive Board with the exception of the President and President-elect, which must be held in singularity.

**Section 2. President**

The duties of the president shall be to call and preside at all general membership and Executive Board meetings. The president shall be considered an ex-officio member of all standing and appointed committees. The president will also appoint such committees as are necessary for conducting the Association's business. The president is primarily responsible for organizing the Association's annual conference that happens during the fall of the president's term.

**Section 3. President-Elect**

The duties of the president-elect shall be to preside at meetings in the absence of the president, and to serve as directed by the Executive Board. The president-elect shall advance to the presidency at the termination of the preceding president's term of office. The president-elect appoints the secretary/treasurer and membership officer to serve during their term of office. The president-elect is primarily responsible for organizing the Association's annual conference that happens during the fall which they are president.

The president-elect should make every effort to attend the NASP Conference to participate in state leadership activities and to access the Assistance to States (ATS) offered at NASP. Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) has been approved by the Association to assist with travel and conference expenses. Total conference costs are not to exceed \$2000 or 10% of the total annual ISPA budget, with a minimum \$1000 annual contribution

**Section 4. President-Elect Elect**

The duties of the president-elect elect shall be to participate in the meetings of the Executive Board, and to become familiar with the duties and responsibilities of the president-elect and president.

**Section 5. Past President**

The duties of the past president shall be to: a) participate in the meetings of the Executive Board, b) to serve as a consultant to the president and c) assist the Membership and Recruitment Officer with recruitment engagements and conference attendance, and d) attending conferences such as NASP to promote working in Idaho when funds are available through the Association or Association partnerships.

Funding for conference travel will be provided by the Association when the general fund is in excess of \$25,000 and the exhibitor fees, travel, lodging, and projected expenses are less than \$6,000 for both the membership officer and past president to attend.

**Section 6. Secretary**

The duties of the secretary (appointed by the president) shall be to: a) keep records of all meetings of the Association and of the Executive Board, and b) be responsible for official correspondence of the Association and issue notices of meetings.

### **Section 7. Treasurer**

The duties of the Treasurer (appointed by the president) shall be to: a) have custody of all funds of the Association, b) receive dues and other funds, and c) maintain records of income and expenses, and d) oversee the disbursement of scholarship monies. These records of income and expenses will be reported on to the membership of the Association at regularly scheduled meetings, and to the Executive Board or president.

### **Section 8. Membership and Recruitment**

The duties of the membership and recruitment officer (appointed by the president) shall be to take charge of all membership activities, including: a) recruiting of regular, associate, and student members; encouraging membership activity through contact with regional representatives,; and c) c) encouraging the profession of school psychology by arranging speaking engagements at local higher education institutions d) attending conferences such as NASP to promote working in Idaho when funds are available through the Association or Association partnerships.

Funding for conference travel will be provided by the Association when the general fund is in excess of \$25,000 and the exhibitor fees, travel, lodging, and projected expenses are less than \$6,000 for both the membership officer and past president to attend.

### **Section 9. Regional Representatives**

The duties of each of the elected regional representatives shall be to: a) call and preside at regional meetings, b) serve as members of the Executive Board, c) communicate Executive Board activities to the general membership of their region, and d) provide information on regional activities to the ISPA newsletter editor(s) and e) conduct meetings, charitable activities, and professional development in their region during the year. Regional Representatives will be elected by their region members. In the event none is selected, the ISPA president may appoint/request members fill the vacancy.

### **Section 10. Government and Professional Relations (GPR).**

The GPR is a member located in Boise and connects ISPA with national and state developments in education relevant to School Psychology.

The GPR should make every effort to attend conferences that address public policy (such as NASP's Public Policy Institute) to participate in learning about creating change in legislative practices. The Association will provide financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) has been approved by the Association to assist with travel and conference expenses. Total conference costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

### **Section 11. Social**

The duties of Social (appointed by the president) shall be to: a) arrange for all in person and technological social events for the Association, b) arrange for social media postings with approval by the President. All arranged events and gifts will be done with permission of the President and support of the Treasurer.

### **Section 12. Awards**

The duties of Awards (appointed by the president) shall be to: a) solicit award nominations for the Association, d) coordinate voting for award nominees, if necessary, and e) coordinate for all award ceremonies and corresponding award gifts. All arranged events and gifts will be done with permission of the President and support of the Treasurer.

### **Section 13. School Psychology Action Network (SPAN)**

The duties of the SPAN shall be to remain current with the newest developments in school psychology and report to the board, membership, and regions about any relevant information or action required.

### **Section 14. Student Representatives**

The duties of the appointed student representatives (one from the UI and one from ISU) shall be to: a) participate in Executive Board meetings, b) provide Executive Board members with information regarding the needs of ISPA student members, and c) inform student members of pertinent information regarding ISPA activities and business.

### **Section 15. NASP Delegate**

The duties of the NASP Delegate shall be to: a) participate in Executive Board meetings, b) keep the Executive Board and Committee Chairpersons informed regarding NASP activities, c) provide ISPA members with information regarding NASP activities, and d) share ISPA accomplishments with NASP leadership.

### **Section 16. Historian**

The duties of the Historian shall be to keep records of the Association's: a) leadership, b) committee activities, c) award recipients, d) development, e) public relations activities, f) participation in development of professional standards, and g) conference activities.

### **Section 17. Nominations**

The names of candidates for the office of president-elect and president-elect-elect shall be submitted to the Executive Board. The candidate shall be elected to office by a vote of the membership. Regional representatives shall be elected at the respective regional meetings.

### **Section 18. Term of Office**

The Officers of the Association who shall serve in office for one year include: President, president-elect, president-elect-elect, past president, membership officer, regional representatives, student representatives, and Historian. The secretary and treasurer will serve from 1 to 3 years to provide continuity during transition periods. The NASP delegate may serve two (2) three (3) year terms. The GPR officer may serve two (2) three (3) year terms. The term of office is June 1-May 31.

### **Section 19. Removal**

Removal of officers from their elected posts for due cause shall be the responsibility of the Executive Board. A majority vote by the Executive Board shall constitute removal.

**Section 20. Benefits**

To promote involvement in the Associations board and committee positions the following benefits will be offered to members that have held their designated position for more than 3 months at the time of the fall conference. The president shall be granted free attendance for the fall conference during the year of their presidency. The Executive Board, not including the president, shall be granted attendance to the fall conference at a 30% reduction of the standard registration price.

**Section 21. Succession**

If the president ceases for any reason to serve before the expiration of his/her elected term, the president-elect shall succeed to the presidency for the unexpired term and shall also serve the term to which he/she was elected.

**ARTICLE VII: COMMITTEES****Section 1. Standing Committees**

There shall be ten standing committees in this Association:

**1. Professional Standards and Ethics Committee**

As an affiliate of NASP this Association has adopted NASP's Principles for Professional Ethics. The Professional Standards and Ethics Committee shall be composed of the Professional Standards and Ethics Committee chairperson (appointed by the president) and his/her appointees. The duties of this committee shall be to: a) establish, review, and endeavor to maintain the professional standards of school psychology and school psychologists in Idaho, b) establish due process procedures for hearing alleged violations of the Code of Ethics, c) hear cases of alleged violations of the Code of Ethics and make recommendations to the Executive Board, d) pursue other activities as may be requested by the Executive Board.

**2. Program Committee**

The Program Committee shall be composed of the president, president-elect, and other interested members. The duties of this committee shall be to: a) plan and coordinate all conferences and meetings of the Association, excluding regional meetings which are scheduled by the regional directors; and b) pursue other activities as may be requested by the Executive Board.

**3. Social Committee**

The Social Committee shall be composed of the Social/Awards officer and his/her appointees. The duties of this committee shall be to: a) organize the silent auction, and b) arrange for the social activities during the ISPA fall conference.

**4. Nominating and Election Committee**

The Nominating and Election committee shall be composed of the officers of the Executive Board as stated in Article VI. The duties of this committee shall be to: a) conduct the elections of the Association as designated in Article VIII, and b) pursue other such activities relevant to election procedures.

### **5. Awards Committee**

The Awards Committee shall be composed of the Social/Awards officer and his/her appointees. The duties of this committee shall be to: a) develop a selection process for identifying the recipients of the Idaho School Psychologist of the Year award, the Distinguished Service award, and Friend of School Psychology award; b) confer awards at the annual meeting; c) communicate this information to local and state media (recipient's local newspaper, the ISPA newsletter, NASP Communique and SDE newsletter), and d) create a selection process for any scholarships offered by the Association.

### **6. Legislative Committee**

The legislative committee shall be composed of the GPR officer and his/her appointees. The duties of the committee shall be to: a) inform the Executive Board and general membership of the Association of current and proposed state and federal legislation which might affect the Association or its objectives, b) act as a liaison between the Association and the State Legislature in matters of communication when appropriate, and c) pursue other activities related to the state legislature as may be requested by the Executive Board.

### **7. Publications Committee**

The Publications Committee shall be composed of the SPAN officer and his/her appointees. The duties of the committee shall be to: a) solicit information of value to ISPA members from the membership and other sources, and b) communicate this information through a regularly published newsletter, and c) collect newsworthy information from practitioners within the state and communicate it to the public through various news media.

### **8. Public Relations Committee**

The Public Information/Public Relations committee shall be composed of the membership and recruitment officer and his/her appointees. The duties of the committee shall be to: a) promote a positive professional image of school psychologists in Idaho, b) educate practitioners on how to enhance the image of school psychologists within their respective communities and c) coordinate speaking engagements with local higher education entities to promote school psychology as a profession.

### **9. Fundraising Committee**

The Fundraising committee shall be composed of the Fundraising Chairperson and his/her appointees. The duties of the committee shall be to: a) promote a positive professional image of the Association, b) educate corporation and local businesses about the role school psychologists play in educating children, c) coordinate donations for conference funds, d) coordinate items and services to be provided to membership through conference social activities, raffles, and awards and e) if the Association's 501(3)(c) status is ever lost, this committee will help the treasurer complete the necessary paperwork to reestablish the status.

### **10. Professional Development Committee**

The Professional Development committee shall be composed of the Professional Development Chairperson and his/her appointees. The duties of the committee shall be to: a) promote professional development through the Association, b) ensure that the professional development offered through the Association targets the NASP practice domains, c) conduct the necessary data collection for NASP provider status, and d) maintain records to complete the NASP provider process e) assist the Professional Development Chairperson with completing the NASP provider application/renewal process.

### **Section 2. Special Committees**

Special committees may be established by the Executive Board. The organization and functions of special committees shall be determined by the Executive Board.

### **Section 3. Chairpersons**

Committee chairpersons shall be appointed by the president-elect to serve during that person's term of office as president. The chairperson of each committee shall select the other members of the committee. All committees shall be discharged at the close of the president's term of office. All committees shall keep records which may be subject to review by the Executive Board.

## **ARTICLE VIII: ELECTIONS**

### **Section 1. Elections**

Election procedures shall be as follows:

- a. The Nominating and Election Committee shall call for nominees for the office of President-Elect from the voting membership of the Association prior to the general membership meeting. A call for nominations shall be sent out with the membership application and fall conference registration materials. The Committee shall use these nominations as a guideline for the selection of a slate of nominees (all of whom have agreed to serve if elected) to be submitted. In selecting nominees the Committee shall consider the geographic location and the job characteristics of the prospective nominees as well as personal qualifications in an attempt to make selections representative of the voting membership of the Association.
- b. If at least two candidates have not been nominated in response to the call for nominations, members may suggest nominations or add candidates from the floor during the general membership meeting.
- c. Nominees will be selected by the Nominating and Election committee.
- d. Nominees names will be placed on the ISPA website and an email will be sent to all regular members.
- e. Results of the election will be announced within 60 days of the annual meeting.
- f. Those elected to offices or positions shall take office on June 1 and remain in office until May 31.

## **ARTICLE IX: FINANCES**

### **Section 1. Dues**

Dues shall be payable during September, at the time when notifications of membership renewals are sent out through the ISPA website with conference registration information. The membership dues are effective for one year--and will expire October 1<sup>st</sup> of the following year. The amount of the dues shall be set by the Executive Board with the approval of the membership. Voting privileges for regular members require paid membership on or before the date of balloting.

### **Section 2. Budget and Fiscal Year**

The Executive Board upon recommendation of the treasurer shall present an annual budget to the membership at the annual meeting. The fiscal year shall be determined by the Executive Board and shall coincide with the elective year for Officers.

### **Section 3. Expenditures**

Upon adoption of the budget, all accounts payable shall be approved and paid by the treasurer. Checks may be signed by the treasurer, or in his/her absence by the president.

### **Section 4. Debts**

No member of the Association shall contract or cause to be made in the name of the Association any debt for any nature whatsoever without the specific and proper authorization of the Executive Board.

### **Section 5. Dedication of Funds and Dissolution**

All assets of this Association shall be permanently dedicated to the purposes set forth in Article III and in case of dissolution, all assets will be distributed to a public or tax-exempt cause.

## **ARTICLE X: MEETINGS**

### **Section 1. Number of Meetings**

There shall be a minimum of one general membership meeting and one Executive board meeting annually (usually held during the Fall Conference). In addition, a second Executive Board meeting is encouraged (usually held in May as leadership changes). Executive Board meetings may occur in person or via technology based means. Activity is encouraged at the regional level; a minimum of three Regional Meetings per year is advised.

### **Section 2. Quorum**

A quorum of the Executive board shall consist of one-half of the duly constituted body in person. When necessary, Executive Board members may be polled by phone, online survey, email or technology based meeting. Persons that hold more than one Executive Board Position shall have votes that count only once. A call to Officers may be requested by a Board member on any vote. Membership issues may be decided by a majority vote of regular members attending an annual meeting or participating in an online voting process via the ISPA Website.

## **ARTICLE XI: MEMBERSHIP OVERRIDE**

### **Section 1. Rescinding Action**

Any decision of the Executive Board may be rescinded by majority vote of the regular members present and voting at a general membership meeting.

## **ARTICLE XII: AMENDMENTS**

### **Section 1. Amendment Proposal**

An amendment may be proposed by a majority vote of the Executive Board, or by a petition signed by at least 25% of the regular membership of the Association.

### **Section 2. Vote to Amend**

Amendments to or revisions of these articles shall require two-thirds vote of those members present and voting at a general membership meeting

### **Section 3. Method of Amendment**

Proposed amendments to or revisions of these articles shall have been posted on the website, emailed, or mailed regular members at least thirty (30) days prior to vote.

## **ARTICLE XIII: AFFILIATION**

### **Section 1. Affiliation**

With the approval of the Executive Board and the approval of the majority of the voting membership present, the Association may affiliate with any related organizations. Representatives to affiliate organizations shall be appointed for one year terms by the Executive Board.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

### **Section 1. Parliamentary Authority**

Robert's Rules of Order shall be followed in any question of Procedure not covered by these Articles.