

CONSTITUTION AND BY-LAWS

Revision adopted by the ISPA Membership, January 2022

IDAHO SCHOOL PSYCHOLOGIST ASSOCIATION

DEVELOPED BY THE ISPA BOARD OCTOBER 2021.

Original Constitution developed by ISPA Steering Committee (1975)

Chairperson: Kay Anderson

Northern Idaho Representatives: Tom Fairchild, Betty Jo Ehlert

Southwestern Idaho Representatives: Polly Ferguson, Ken Dunbar

Southeastern Idaho Representatives: Wes Hill, Bob Eldridge



idahoschoolpsych.org

Adopted by ISPA 11/14/75

Revised by ISPA: 1983, 1986, 1996, 2003, 2014, 2015, 2017, 2020, 2022

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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. Elections to office, appointment as chairperson or committees, voting privileges and the right to propose amendments or revision of the By-Laws shall be reserved for Professional, Retired, and Student Members.

- Professional Member: Membership in this category includes those who are certified as a school psychologist, psychological examiner, or licensed as a clinical psychologist.
- Associate Member: Membership in this category includes those whose work is primarily psychological and/or school related in nature (i.e. directors of special education, teachers, counselors, administrators, speech/language pathologists).
- Student Member: Membership in this category includes those who are currently enrolled in a school psychology program or other students whose interests are in accordance with the stated objectives of this association.
- Retired Member: Membership in this category includes those who have retired from the profession 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 include president, president-elect, president-elect elect, past president, secretary, treasurer, regional representatives, student representative, and NASP delegate. 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 by separate individuals. All officers of the association are elected by membership. If the secretary, treasurer, regional representative(s), and/or student representative are not selected/elected by membership, or if there is a vacant committee chair position, the president may appoint the position. Regional Representatives and Student Representative may have more than one person serve concurrently in one position as equal co-representatives.

Section 2. President

The duties of the president shall be to call and preside at all general membership and Executive Board meetings and act as the spokesperson of or appoint a spokesperson for ISPA. 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 responsible for organizing the 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, regional representatives, student representative if one is not elected and appoints all committee chairs to serve during their term of office. The president-elect is responsible for organizing the annual conference that happens during the fall in 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.

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. The President-Elect-Elect 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.

Section 5. Past President

The duties of the past president shall be to participate in the meetings of the Executive Board, serve as a consultant to the president, and attend conferences such as NASP to promote working in Idaho when funds are available through the Association or Association partnerships.

Section 6. Secretary

The duties of the secretary shall be to keep records of all meetings of the Association and of the Executive Board, work with the president to communicate with members, and keep official records of the association (i.e. leadership, award recipients).

Section 7. Treasurer

The duties of the Treasurer shall be to have custody of all funds of the Association, receive dues and other funds, maintain records of income and expenses, and 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. Regional Representatives

The duties of each of the elected regional representatives shall be to call and preside at regional meetings, serve as members of the Executive Board, communicate Executive Board activities to the general membership of their region, provide information on regional activities to the ISPA website, and 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 9. Student Representatives

The duties of the student representative shall be to participate in Executive Board meetings, provide Executive Board members with information regarding the needs of ISPA student members, and inform student members of pertinent information regarding ISPA activities and business.

Section 10. NASP Delegate

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

Section 11. Nominations

The names of candidates for officers of the association 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. Student representatives shall be elected by student members.

Section 12. 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, and student representative. Regional Representatives and the Student Representative may be re-elected for successive terms. The secretary, regional representatives, and treasurer will serve for 3 years to provide continuity during transition periods. The NASP delegate may serve two (2) three (3) year terms. The term of office is June 1-May 31.

Section 13. Removal

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

Section 14. Benefits

To promote involvement in the Association board and committee positions the following benefits will be offered to members who 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, and committee chairs shall be granted attendance to the fall conference at a 30% reduction of the standard registration price.

Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and NASP conference expenses will be provided to the President Elect. Total conference costs are not to exceed \$2000 or 10% of the total annual ISPA budget whichever is greater.

Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and NASP Public Policy Institute expenses will be provided to the President-Elect-Elect. Total costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and

NASP Conference expenses will be provided to the Past President. Total costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

Section 15. Succession

If the president ceases for any reason to serve before the expiration of their elected term, the president-elect shall succeed to the presidency for the unexpired term and shall also serve the term to which they were elected.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees and Committee Chairpersons

There shall be seven (7) standing committees with Committee Chairs, who are 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. Committee Chairpersons may have more than one person serve concurrently in the position as equal co-chairs.

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 Chair and their appointees. The duties of this committee shall be to establish, review, and endeavor to maintain the professional standards of school psychology and school psychologists in Idaho, establish due process procedures for hearing alleged violations of the Code of Ethics, hear cases of alleged violations of the Code of Ethics and make recommendations to the Executive Board, and pursue other activities as may be requested by the Executive Board.

2. Conference Committee

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

3. Social Committee

The Social Committee shall be composed of the Social Chair and their appointees. The duties of Social Chair and committee shall be to arrange for all in person and technological social events for the Association, arrange for all

fundraising events at the annual conference, and 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.

4. Awards/Scholarship Committee

The Awards/Scholarship Committee shall be composed of the Awards/Scholarship Committee Chair and their appointees. The duties of this committee shall be to develop a selection process for identifying the recipients of Association awards, confer awards at the annual meeting, communicate this information to local and state media, and create a selection process for any scholarships offered by the Association. All arranged events and gifts will be done with permission of the President and support of the Treasurer.

5. Government and Professional Relations Committee

The GPR committee shall be composed of the GPR Chair and their appointees. The duties of the committee shall be to 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, act as a liaison between the Association and the State Legislature in matters of communication when appropriate, and pursue other activities related to the state legislature as may be requested by the Executive Board.

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. Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and NASP Public Policy Institute expenses will be provided to the GPR Chair. Total costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

6. Recruitment Committee

The Recruitment committee shall be composed of the Recruitment Chair and their appointees. The duties of the committee shall be to recruit students to the profession of school psychology, attract talented pools of prospective school psychologists to the state of Idaho and encourage members to be active participants in our Association. This may include arranging speaking engagements at local higher education institutions, attending conferences such as NASP to promote working in Idaho when funds are available through the Association or Association partnerships, and coordinating with other ISPA Board Members to develop School Psychology Awareness (SPAW) activities.

Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and NASP Conference expenses will be provided to the Recruitment Committee Chair. Total costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

7. Membership Committee

The Membership committee shall be composed of the Membership Chair and their appointees. The duties of the Membership Chair and committee are to oversee membership activities including: maintaining/updating current membership data (mailing addresses, e-mail addresses, phone numbers), promoting membership activities through contact with regional representatives, responding to members' needs regarding payment questions (in coordination with the treasurer) or login/password information, and providing membership counts and status to the ISPA Board.

The Membership Chair shall make every effort to attend conferences such as NASP to promote working in Idaho when funds are available through the Association or Association partnerships, and coordinating with other ISPA Board.

Financial assistance to include registration, airfare, hotel, and a daily food per diem (based upon the US General Services Administration rates) to assist with travel and NASP Conference expenses will be provided to the Membership Chair. Total costs are not to exceed \$2000 or 10% of the total annual ISPA budget.

8. Professional Development Committee

The Professional Development committee shall be composed of the Professional Development Chair and their appointees. The duties of the committee shall be to promote professional development through the Association, ensure that the professional development offered through the Association targets the NASP practice domains, and conduct and maintain the necessary data collection for NASP provider status.

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.

ARTICLE VIII: ELECTIONS

Section 1. Elections

Election procedures shall be as follows:

- a. The Executive Board shall call for nominees for open Officer positions 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 Executive Board 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 Executive Board shall consider 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' names will be placed on the ISPA website and an email will be sent to all regular members.
- d. Results of the election will be announced within 60 days of the annual meeting.
- e. 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 beginning July 1, 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 1st of the following year. The amount of the dues shall be set by the Executive Board. Voting privileges for 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 their 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. Each elected position has one vote, regardless of the number of co-positions.

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.

ARTICLE XV: OPERATIONAL HANDBOOK

Section 1. Operational Handbook

Changes or additions to the Operational Handbook must receive a majority vote by the Executive Board.