

Association of School Psychologists of Pennsylvania

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Article I – Name of Organization

- Section 1. The name of the organization shall be **Association of School Psychologists of Pennsylvania**.
- Section 2. The official acronym for this organization shall be **ASPP**.
- Section 3. ASPP is affiliated with the National Association of School Psychologists (NASP).

Article II – Purpose and Limitations

- Section 1. The purposes of ASPP shall be:
- a. To promote actively and collectively the interests of school psychology in Pennsylvania.
 - b. To secure and promote the necessary conditions for the effective scientific, research based practice of school psychology in Pennsylvania.
 - c. To facilitate local and regional communication and support among Pennsylvania's school psychologists.
 - d. To promote professional growth and competent scientific, research based practice among Pennsylvania's school psychologists by sharing ideas, techniques, and research.
 - e. To establish and to maintain constructive relationships with local, state, and national organizations in order to promote school psychology in Pennsylvania.
 - f. To advance professional and ethical standards for the scientific, research based practice of school psychology in Pennsylvania.
 - g. To serve the mental health and educational needs of all children and youth in Pennsylvania's schools.
- Section 2. ASPP shall be nonprofit, nonpartisan, and nonsectarian in its activities and endeavors. The officers of ASPP shall not be salaried.

Article III – Membership

- Section 1. There shall be the following four (4) classes of membership in ASPP:
- a. **Full Membership** shall be available to certified school psychologists.
 - b. **Student Membership** shall be available for an individual meeting the following criteria:
 - A student enrolled in a school psychology program as certified by his/her faculty advisor.
 - No student shall be eligible for student membership if employed as a school psychologist.
 - Student members shall have voting privileges in all ASPP matters but shall not be eligible to serve and an elected office nor serve as committee chairs.

- c. **Retired Membership** shall be available to any current full member who has belonged to ASPP for ten (10) consecutive years and is retired from his/her primary employment. Retired members shall have voting privileges in ASPP matters but shall not be eligible to serve in an elected office nor serve as committee chairs.
- d. **Honorary Membership** shall be extended by the ASPP Executive Board to acknowledge persons for their services to ASPP or for their efforts in promoting school psychology in Pennsylvania. Honorary members shall be exempt from dues and only those previously being full members of ASPP shall have voting privileges.
- e. **Associate Membership shall be available to those who do not meet the eligibility requirements of any of the conventional membership categories mentioned above but who has a strong affiliation to school psychology, supports the work of the profession, and wishes to convey that affiliation and support through membership in the Association. Associate members shall not have voting privilege.**

Section 2. Application for membership in ASPP shall be made to the Membership Committee, which shall review applications and shall notify applicants of the action taken.

Section 3. Once accepted as a member of ASPP, yearly payment of dues will establish membership for that year. Revocation of membership shall be automatic upon nonpayment of dues for six (6) months (January 1). The ASPP membership year runs from July 1 to June 30.

Article IV – Organizational Structure

Section 1. The ASPP Executive Board shall consist of five (5) Executive Officers, the six (6) Regional Delegates, an Educator Delegate, a Student Delegate, the Pennsylvania NASP Delegate, chairpersons of the ASPP Standing Committees, and liaisons approved by the board. All Board members, except the Student Delegate, must be full members in ASPP in good standing by July 1 of the year office is assumed. The Student Delegate must be a student member in good standing by July 1 of the year office is assumed. Terms of office commence on July 1 and terminate on July 30. There are no term limits to the Board positions except for the Educator and Student Delegates. Fifty-one (51) percent of the members of the ASPP executive board constitute a quorum with a majority vote constituting passage of motions. In the case of a tie, the President casts the deciding vote.

Section 2. The five (5) Executive Officers are: President, Present-Elect, Immediate Past-President, Secretary, and Treasurer. The five Executive Officers constitute the Executive Committee. The three Presidents, i.e., President, Immediate Past President, and the President-Elect, compose the Executive Council. Yearly, the voting members of ASPP shall select a Present-Elect who after a year's term will succeed the President for a one year term and then serve a final year term as Immediate Past-President. The Secretary shall be elected to a two year term on even numbered years. The Treasurer shall be elected to a two year term on odd numbered years.

Section 3. Six (6) Regional Delegates shall be elected to a two year term by the ASPP voting members residing or working within the following six regional geographical regions. The Northern Delegates shall be elected to a two year term on even numbered years. The Southern Delegates shall be elected to a two year term on odd numbered years.

- a. **Northwestern region**, comprising Intermediate Units 4 through 6, 27 and 28.
- b. **Southwestern region**, comprising Intermediate Units 1 through 3, 7 and 8.
- c. **North Central region**, comprising Intermediate Units 9, 10, 16 and 17.
- d. **South Central region**, comprising Intermediate Units 11 through 13 and 15.
- e. **Northeastern region**, comprising Intermediate Units 14, 18 to 21 and 29.
- f. **Southeastern region**, comprising Intermediate Units 22 through 26.

- Section 4. An **Educator Delegate** with primary employment as an educator of school psychologists in a Pennsylvania school psychology training program shall be appointed by the President of ASPP to a two year term. This appointment will be made on odd numbered years. This appointment may be rotated among the Pennsylvania institutions offering training in school psychology.
- Section 5. A **Student Delegate**, who is an ASPP student member, will be appointed by the Educator Delegate for a two year term. This appointment will be made on odd numbered years.
- Section 6. The **Pennsylvania NASP Delegate** will serve on the Executive Board and will be elected in accordance with the election process of NASP.
- Section 7. The President will annually appoint the chairpersons of the standing committees. The chairperson may appoint two voting members to serve on the committee. The **ASPP Standing Committees** are:
- a. **Conference Committee**
 - b. **Advocacy Committee (formerly Legislative Committee)**
 - c. **Member Support Committee (formerly Membership Committee)**
 - d. **Communications Committee (formerly Newsletter Committee)**
 - e. **Nominating and Elections Committee**
 - f. **Professional Development Committee**
 - g. **External Relations Committee (formerly Public Relations Committee)**
 - h. **Diversity Committee**
 - i. **Workshop Committee**
- Section 8. As necessary, the Executive Board may authorize Ad Hoc Committees to fulfill specific tasks or functions. Ad Hoc Committees operate through one of the ASPP standing committees. The chairperson must be a full member of ASPP and may appoint other ASPP members to the committee.
- Section 9. **Liaisons** are authorized by the Executive Board to facilitate the exchange of information between another professional group and the Association. The other professional group will by definition share with the Association common interests in the profession of school psychology. Liaisons shall be designated for, but not limited to, the School Psychology Board of the Pennsylvania Psychological Association (PPA) and PSEA's School Psychologists Section of the Department of Pupil Services.
- Section 10. Ex Officio status may be granted by the ASPP Board to an individual who is appointed or employed to serve in an advisory capacity. Ex Officio members do not have voting privileges on the Board and need not be members of ASPP.

Article V – Functions of the Executive Board

- Section 1. The Executive Board has the following functions:
- a. Act on behalf of ASPP in all matters requiring immediate action when a regular or special meeting of ASPP members cannot be convened in a timely fashion.
 - b. Any vacancy occurring in an office or position of ASPP during the year will be filled by appointment of a qualified member of ASPP.
 - c. Facilitate the activities of ASPP by direct action or delegation of tasks and responsibilities.
 - d. Authorize and conduct special elections as needed.
 - e. Receive and act on the reports and recommendations of committee chairpersons.
- Section 2. Functions of the Executive Officers:
- a. The **President** is the chief executive officer of the Board and Association and calls and chairs all meetings of the Executive Board and of the ASPP membership. The President develops the meeting agenda and guides the Board in fulfilling its duties. The President is an impartial chairperson of ASPP and is responsible for assigning duties as deemed necessary to attain the purposes of ASPP. The President appoints the Educator Delegate and chairpersons for the Standing and Ad Hoc committees. As a need indicates, the President provides guidance to Board Committees and assists the Nominating and Elections Committee with the selection of the recipient of the ASPP School Psychologist of the Year Award.
 - b. The **President-Elect**, if the President is absent, performs all functions of that office. If the President resigns or becomes unable to complete the duties of office, the President-Elect immediately succeeds to the office of President for the remainder of that term. As soon as possible, the Board will call for a special election to fill the vacated office of President-Elect. If the President is also the President-Elect, the Executive Board will call for a special election to fill the vacated offices of both the President and President-Elect.
 - c. The **Immediate Past-President** serves as chairperson of the Nominating and Elections Committee.
 - d. The **Secretary** is responsible for recording the proceedings of all meetings of the Executive Board and of the general membership, and for the maintenance of all official correspondence of the Executive Board and of the ASPP membership.
 - e. The **Treasurer** is accountable for all ASPP financial matters including a yearly budget proposal and obtaining an annual outside audit of the financial records.
 - f. The **Executive Council** is composed of the **President, Immediate Past-President, and President-Elect**. The **Executive Council** was established to differentiate the its role as a subset of the Executive Officers. The **Executive Council** has the following functions:
 - 1) develop personal relationships with PDE, PPA, PAPSA, trainers;
 - 2) guide policy and themes for each year;
 - 3) recruitment of Executive Board members;
 - 4) maintenance of the Operations Handbook of the Executive Board.
 - f. The **Executive Committee** is composed of the **Executive Council** plus the **Secretary** and **Treasurer**, i.e., all **Executive Officers**. In addition to their individual responsibilities the **Executive Committee** has the joint responsibility of strategizing for a generating non-dues income and managing financial allocations.

Section 3. Functions of the Delegates:

- a. The **Regional Delegates** are responsible for communicating with the members residing within their geographical region and for reporting the specific needs of those members to the Board. Regional Delegates are members of the Nominating and Elections Committee and assist the chairperson of the Professional Development Committee with continuing education opportunities for the members within their geographical region.
- b. The **Educator Delegate** is responsible for communicating with the school psychology training institutions in the Commonwealth and for providing program development assistance to the Conference Committee.
- c. The **Student Delegate** serves as the information contact for promoting ASPP and membership among students enrolled in school psychology training programs in the Commonwealth and for providing program development assistance to the Conference Committee.
- d. The **Pennsylvania NASP Delegate** is responsible for representing the needs and interests of ASPP, of its members, and of the profession of school psychology in Pennsylvania at the national level and for reporting current national developments to the Board and to the ASPP membership.

Section 4. Functions of the Standing Committees:

- a. The **Conference Committee** is responsible for planning ASPP conference(s).
- b. The **Advocacy Committee** is responsible for monitoring and communicating to the Board and to the ASPP membership state and federal legislative and policy developments which impact the practice of school psychology in the Commonwealth.
- c. The **Member Support Committee** is responsible for recruitment of members, acceptance of applicants for membership, the annual collection of membership dues, and for maintaining a directory with an up-to-date membership roster which includes current addresses and phone numbers.
- d. The **Communications Committee** is responsible for the development, editing, and publication of the ASPP newsletter at a frequency determined by the Board. The chairperson acts as the Editor-In-Chief of the newsletter and coordinates with the Web Editor/Technology Coordinator (an Ex Officio board member) the information presented on the ASPP website.
- e. The **Nominating and Elections Committee** is chaired by the Immediate Past-President and is responsible for the annual call for nominations for the elected offices, for the preparation of a ballot which includes biographical descriptions of the candidates, for the vote tabulation and for announcing the election results. In the event of a tie vote, the President will decide the election outcome. This committee is also responsible for the call for members to nominate candidates for the ASPP School Psychologist of the Year Award, for reviewing the nominees, and for selecting in announcing the recipient.
- f. The **Professional Development Committee** is responsible for promoting opportunities for continuing education by collaborating with the Conference Committee and the six Regional Delegates for fostering communication on issues relevant to the professional development of school psychologists, especially the promotion of NASP and NCSP (Nationally Certified School Psychologist).
- g. The **External Relations Committee** is responsible for promoting public awareness of ASPP and of the practice of school psychology.

- h. The **Diversity Committee** is responsible for developing and implementing plans to attract members from nontraditional backgrounds to ensure ASPP membership is a viable option for every practicing school psychologist within the commonwealth.
- i. The **Workshop Committee** is responsible for planning, organizing and promoting ASPP workshops.

Article VI – Meetings

- Section 1. The time and place of all general membership meetings shall be determined by the ASPP Executive Board.
- Section 2. There shall be at least one (1) general meetings of the ASPP annually. In addition, the ASPP Executive Board shall meet at least four times annually.
- Section 3. ASPP members may attend open meetings of the ASPP Executive Board.

Article VII – Dues

- Section 1. Annual dues shall be set by the ASPP Executive Board.
- Section 2. Procedures for payment of dues shall be set forth by the Member Support Chairperson in accordance with procedures approved by the ASPP Executive Board.
- Section 3. Dues shall be collected by the ASPP Member Support Chairperson in accordance with the current dues payment procedures approved by the ASPP Executive Board. Payment of dues is the responsibility of each ASPP member upon notification from the Member Support Chairperson or the appointed designee. Checks should be made payable to ASPP.
- Section 4. Dues notices shall be mailed by the Member Support Chairperson by June 1. If necessary, notices of delinquent dues shall be sent.

Article VIII – Amendments to By-Laws

- Section 1. Amendments to these By-Laws may be made by a seventy-five (75) percent majority vote of the ballots returned. This membership vote shall be coordinated by the President or the President’s designee.
- Section 2. Amendments to these By-Laws shall become effective at the first Executive Board The meeting following the membership vote.