



Wyoming School Psychology Association

# WSPA CONSTITUTION AND BYLAWS

## Article I Name and Location

**Section 1** The name of this Association shall be the Wyoming School Psychology Association, a nonprofit organization registered in the State of Wyoming.

**Section 2** Offices shall be located in the State of Wyoming and/or in such other localities that may be determined by the Executive Board of the Wyoming School Psychology Association (WSPA).

## Article II Purpose

### Section 1

The mission of the Wyoming School Psychology Association is to advance best practices in school psychology for the purpose of supporting the learning, behavior, and mental health of all children and youth.



**Section 2** The purpose shall be carried out in a non-partisan, non-sectarian manner with equal opportunity being given to all, regardless of race, religion, gender, disability, age, veteran status, sexual orientation, or national origin

## Article III Membership

**Section 1** The Association shall have categories of individual and group memberships. The following membership categories are recognized:

- A. A regular member is someone who has a degree in school psychology, or is a nationally certified school psychologist (NCSP), or is credentialed by a state as a school psychologist, or holds official assignment of 50% or more on a school psychology graduate program faculty.
- B. An honorary lifetime member is someone who, in the opinion of the majority of the Executive Board, has made significant contributions to the field of school psychology.
- C. A retired member is someone holding regular membership for at least five consecutive years who retires from full time remunerative professional activity but may be consulting or involved in other paid professional activity less than 15 hours a week.
- D. An associate member is someone who does not meet the eligibility requirements of the other membership categories and who supports the work of the profession and wish to convey their affiliation and commitment through membership in the Association.

**Section 2** The Executive Board shall establish, define, and eliminate categories of membership.

**Section 3** Dues shall be established for each membership category by the Executive Board.

**Section 4** All board members must be members in categories A, B, or C.

**Section 5** All membership types, with the exception of associate, have the right to vote. Associate membership does not include voting privileges in the Association.

**Section 6** Termination of Membership

- A. Membership may be terminated for nonpayment of dues, if applicable.



- B. A member may be expelled for violation of the NASP written code of ethics.
- C. Membership will expire at the end of a membership year (typically June 30<sup>th</sup>) if not renewed by the member.

## Article IV Meeting

**Section 1** There shall be at least quarterly (every three months) meetings annually at a time and place determined by the Executive Board

**Section 2** Appointed committees will meet as determined by the board

## Article V Officers

**Section 1** The Officers shall be President, President Elect, Secretary, Treasurer, NASP Delegate, Conference Chair, and Regional Representatives. All persons elected as officers shall automatically be part of the Executive Board for a term concurrent with their respective terms of office.

- A. The *President* exercises, but is not limited to, the following powers. The President serves as the major spokesperson for the Association and represents its positions. The President serves as chairperson of the Executive Board. The President oversees all Board activities and the general business of the Association. The President will serve on the Conference Committee.
- B. In the President's absence, the *President-Elect* serves as chairperson of the Executive Board. The President-Elect works closely with the President and the Executive Board in all activities which involve events that will occur during the President-Elect's term of office. The President-Elect will serve as Conference Co-Chair.
- C. The *Secretary* is responsible for ensuring the accurate recording of the proceedings of all official records and for ensuring that policies and procedures are kept implemented
- D. The *Treasurer* performs an advisory role to the President and the Executive Board on fiscal matters. The Treasurer is responsible for overseeing that all Association monies are managed in accord with established financial policies and procedures.
- E. The *Conference Chair* will lead the planning and implementation of in-person and virtual conferences.
- F. The *NASP Delegate* is the liaison between National Association and WSPA



- G. *Regional Representative* shall represent their constituents in all matters and will serve in any other duties as assigned.

**Section 2** Officers shall be elected by the membership in accord with procedures approved by the Association.

**Section 3** Terms of Office

- A. The President and President-Elect shall each serve a two-year term. The President Elect shall automatically serve successive two-year terms as President-Elect and President.
- B. The Secretary shall serve a two-year term.
- C. The Treasurer shall serve a four-year term.
- D. The NASP Delegate shall serve the term as determined by the National Association.
- E. The Conference Chair shall sever a two-year term.
- F. The Regional Representatives shall serve two-year terms.



## Article VI Executive Board

**Section 1** The Executive Board shall consist of the Officers, and any other officially appointed chairs.

**Section 2** The Executive Board shall meet quarterly (every three months) each year. The President may call additional Executive Board meetings when such meetings are necessary.

**Section 3** A majority of the voting members of the Executive Board shall constitute a quorum.

**Section 4** Officially appointed chairs shall be non-voting members of the Executive Board.

## Article VII Vacancies and Removal of Elected and Appointed Leaders

**Section 1** In the event that the President shall not serve out his/her full term for any reason, the President-Elect shall succeed to the unexpired term and continue as President the following year. If the President-Elect is unable to succeed to the Presidency, both a President and a President-Elect shall be elected by the membership in a special election.

**Section 2** The Executive Board, by a majority vote, shall fill any vacancy in an elected unexpired term of office, except for the office of President, President-Elect, and NASP Delegate. The offices of President and President Elect must be elected with all WSPA members given the opportunity to vote. The NASP Delegate will be elected through the NASP election process. Any member so chosen shall serve until the term of the vacated office has expired and a successor is elected. Hi

**Section 3** Officers may be removed from their elected posts for due cause by the Executive Board. A two-thirds vote of the Executive Board shall be required for removal.



**Section 4** Appointed leaders may be removed from their positions for due cause by the President .

## Article VIII Committee Areas

Section 1 The ongoing functions of the Association shall be organized into committee areas, to be managed by the appointed chairperson. Each committee area shall address activities necessary to support the work of the Association. Additional committees may be added as warranted.

Committees may include:

- A. Awards/Scholarship
- B. Conference Planning
- C. Elections
- D. Ethics/Professional Standards
- E. Legislative
- F. Membership
- G. GPR
- H. Communications

## Article IX Finances

**Section 1** The Executive Board shall establish authorization procedures for disbursement of funds.

**Section 2** No member shall contract, or cause to be in the name of the Association, any debt without the specific and proper authorization of the Executive Board.

**Section 3** Examination of Records

- A. The Executive Board may cause the funds of the Association handled by all elected and appointed leadership to be examined at each Executive Board meeting.
- B. An audit by a certified public accountant of the financial records of the Association shall be conducted upon any treasurer changing office.



## Article X Parliamentary Authority

**Section 1** The Rules contained in the most recent revision of "Robert's Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are consistent with the Operations Handbook or the special rules of the Association.

**Section 2** The President shall be the Parliamentarian.

## Article XI Indemnification

All individuals holding elected or appointed positions, employees of the Association, and such others as may be specified from time to time by the Executive Board, shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party or in which they may become involved, by reason of being or having been an officer, delegate representative, delegate, or employee at the time such expenses are incurred, except in such cases wherein the officer, delegate representative, delegate, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which an officer, delegate representative, delegate, or employee may be entitled. The Association shall purchase insurance to indemnify officers, delegate representatives, delegates, and employees.



## Article XII Amendments

**Section 1** The Constitution and Bylaws may be amended by a majority of the members voting in any election.

## Article XIII Policies and Procedures

**Section 1** The Executive Board shall adopt official Policies and Procedures to aid in the day-to-day affairs of the association

## Article XIV Special Voting

**Section 1** The members of the Executive Board may participate in any meeting by virtual means. The President may request action by the Executive Board between its regularly scheduled meetings by virtual ballot. Action taken by virtual ballotvote by a majority of all voting members of the Executive Board shall constitute a official ballot action and shall be reported at the next meeting of the Executive Board.

## Article XV Dissolution

**Section 1** No part of the assets or net earnings of the Association shall be distributed to or shall incur to the benefit of any individual, provided, however, that payment of reasonable compensation for service rendered and expenses incurred may be made. The Association is intended to have perpetual existence, but in the event of termination or liquidation, or abandonment of its purpose, the assets shall be applied and distributed as follows:

**Section 2** All liabilities and obligations of the Association shall be paid, satisfied and distributed, or adequate provision shall be made thereof. The remaining assets shall be transferred or conveyed only to NASP.





## **Article XVI Effective Date**

This Constitution and Bylaws version was passed by the membership on: July 30, 2020



# **THE WYOMING SCHOOL PSYCHOLOGY ASSOCIATION POLICIES AND PROCEDURES MANUAL**

Approved by the Association July 2020

## **SECTION 100 – THE EXECUTIVE BOARD**

### **Policy 105 – Powers and Duties**

The Executive Board shall be the administrative body of the Association and shall exercise all the powers, duties and rights of corporate directors, subject to the limitations and restrictions provided by the Bylaws of the Association, and the State of Wyoming.

Procedures:

The Executive Board shall develop, modify, or delete policies and recommendations which are consistent with the operation and enhancement of the Association. The Executive Board shall perform such other duties as may be prescribed by the Bylaws or other standing rules and policies.

### **Policy 110- General Statement**

The Executive Board shall approve all Association activities including the budget, calendar of activities and Association meetings, including Executive Board and general meetings, appointment and hiring of staff personnel, publications of the Association, and



provide for the ongoing activities of the Association.

Procedures:

The President shall be responsible for the day-to-day operation of the Association within existing policies and procedures. The Executive Board shall adhere to and implement the current Bylaws, policies, and procedures of the Association.

## **SECTION 200 - MEMBERS OF THE EXECUTIVE BOARD**

### **Policy 205 - Officers of the Association**

Officers:

Elected officers of the Association shall consist of a President, President-Elect, Treasurer, Secretary, Regional Representatives, Conference Chair, and the NASP Delegate. This body shall have administrative responsibility for the programs and policies and shall be known as the Executive Board. Appointed Committee Chairpersons shall be non-voting members of the Executive Board.

Procedures:

The Executive Board shall:

1. Exercise general management of the Association.
2. Authorize control and disbursement of Association funds and conduct business of the Association.
3. Receive and act on reports of officers, committees, liaisons, appointees, staff, and other Association employees.
4. Inform the membership of all Executive Board actions.
5. Comply with the powers and duties set forth in the Bylaws of the Association.

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### **Policy 210 - Eligibility for Office**

Only regular, retired, and lifetime members of the Association who are in good standing who reside within Wyoming are eligible to hold Association office.



Regional Representatives must reside or work in the same area in which they seek office.

## **Policy 215 - President**

The President shall preside over the meetings of the Executive Board and shall perform such other duties as are customary for the office.

Procedures:

Specific responsibilities include:

1. Preside at meetings of the Association.
2. Serve as Chair at Executive Board meetings and meetings of the Association.
3. Appoint committee chairpersons.
4. Authorize official communications necessary with other organizations, agencies or persons.
5. Schedule all Executive Board meetings.
6. Establish the agenda for all Executive Board meetings.
7. Ensure that minutes are taken and preserved for all Executive Board meetings.
8. Represent the Association in all duties which usually pertain to the office of the President of the Association.
9. In the absence of other funding, given the opportunity to attend the annual convention of the National Association of School Psychologists at WSPA expense.
10. Act as parliamentarian for all Executive Board and Association meetings.
11. Serve as a member of the Conference Committee

## **Policy 220 - President-Elect**

The President-Elect shall assist the Association President in all matters subject to the limitations and restrictions of the Bylaws of the Association.

Procedures:

Specific responsibilities include:

1. Assume the duties of President in the absence of the latter at Executive Board or Association meetings, or in the event of the death or incapacitation or resignation of the President.



2. Succeed to the office of President on August 1st.
3. Assume such other responsibilities as may be delegated by the President.
4. Act as chairperson for committees and make or call for reports on their behalf when appropriate to the Executive Board of the Association.
5. Represent the Association in all duties usually pertaining to the office of President-Elect.
6. Given the opportunity to attend, at WSPA expense, the Western Regional Meeting of the National Association of School Psychologists.
7. Serve as a co-chair of the Conference Committee

## **Policy 225 – Treasurer**

The Treasurer shall be responsible for overseeing the fiscal programs and activities of the Association and shall regularly report such information to the Executive Board.

Procedures:

Specific additional responsibilities include:

1. Report to the Executive Board and Association periodic statements of receipts, expenditures, and current funds.
2. Ensure that an annual review of all receipts, expenditures, and current funds is conducted.
3. Determine the most favorable options for Association deposits.
4. Attend Executive Board and Association meetings.

## **Policy 230 - Secretary**

The Secretary shall be responsible for keeping minutes of all meetings and disseminate information to the Executive Board and WSPA membership as needed.

Procedures:

Specific additional responsibilities include:

1. File and hold Executive Board records.
2. Perform all other secretarial duties for WSPA.
3. Attend Executive Board and Association meetings.

## **Policy 235 - Regional Representatives**

Regional Representatives shall serve on the Executive Board as representatives for their



designated constituents in one of five regions of the State. The Region serve as a liaison between members and the Executive Board. They shall act to facilitate communication in matters of mutual interest and concern to members and the Association.

Procedures:

Specific additional responsibilities include:

1. Serve as voting member of the Executive Board.
2. Represent the Association in meetings with local individual members as liaison to the Executive Board for member concerns.
3. Serve on committees or task forces as requested by the President.
4. Recruit from regional membership and non-members (who must join) those interested in serving on Association committees or on the Executive Board.
5. Build and maintain regional membership engagement and support open communication between the members and the association.

## **Policy 240 – Conference Chair**

The Conference Chair shall be an elected member of the board with voting privileges. The Conference Chair shall serve on the Executive Board as the head of the conference committee and be primarily responsible for the planning and implementation of conference, both physical and virtual.

## **Policy 245 - Nominations and Elections Committee**

The Nominations and Elections Committee Chairperson shall be responsible for the nomination and election process for the Association.

## **Policy 250 - Appointment of Nominations Committee Chairperson**

The Nominations and Elections Chairperson shall be appointed by the Association President. The Nominations and Elections Chairperson shall not be eligible to seek any office. Should a vacancy occur in the appointment, or should the chairperson decide to run for office, the President shall appoint another person by the next board meeting with the approval of the Executive Board.



## **Policy 255 - Special Elections**

All special elections shall be held in conjunction with regular elections. In extenuating circumstance, a special election may be scheduled with the approval of the Nominations and Elections Committee and the Executive Board.

# **Section 300 – BOARD MEETINGS**

## **Policy 305 -Quorum**

A quorum is defined as more than half of the elected Executive Board members. If a quorum of the Executive Board is not present, the meeting shall be adjourned for the purpose of voting on motions, however reports from elected officers and appointed members of the Executive Board may be made.

## **Policy 310 - Executive Sessions**

The President or Executive Board may call for an executive session for the consideration of personnel matters, litigation, disciplinary actions of members, or termination of membership. Participants in an executive session shall include the elected officers and others as requested by the Executive Board. Individuals under discussion may be excluded. A member of the Executive Board shall be appointed to report information deemed relevant at the next Executive Board meeting following the executive session. Any official actions required E following an executive session shall be taken during a regular open Executive Board meeting.

## **Policy 315 – Minutes**

The President shall ensure that accurate written records are kept of Executive Board meetings.



# **Section 400 - BUSINESS OF THE EXECUTIVE BOARD**

## **Policy 405 - Disbursement of Funds**

The Treasurer shall be responsible for the disbursement of funds for the Association.

Procedures:

1. The following signatures shall appear on the Association's checking account(s):
  - a. Treasurer
  - b. Another elected official
2. One signature shall be required for each disbursement from the checking account(s).

## **Policy 410 – Reimbursement Requests**

Expenses shall be reimbursed for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.

Procedures:

1. Reimbursement for travel by air or personal automobile, whichever incurs the lowest cost, will be made to Association members. Those members traveling on Association business by air shall request the lowest available fare. Should a member, for personal reasons other than emergency, chose to change his/her flight plans, resulting in an additional charge, he or she is responsible for the added cost.
2. Requests for reimbursement shall conform to the limitations established by the board to include the following:
  - a. Auto travel to be reimbursed at the IRS rate.
  - b. Meals reimbursed according to the NASP reimbursement schedule.
  - c. Lodging at a reasonable rate
  - d. Supplies and equipment necessary to the performance of duties.
  - e. Mailing and postage.
  - f. Duplicating and copying, internet fees, faxing fees, and associated charges.
  - g. Parking fees/ ground transportation.





3. Members seeking reimbursement shall have obtained prior approval for the expenditure.
4. The vouchers will be submitted within sixty (60) days of the expenditure.
5. Receipts must accompany all requests for reimbursement except for mileage and meals.
6. Vouchers shall be submitted within the time frame previously established directly to the Treasurer.
7. Expenses submitted on approved voucher forms which are in conformance with the approved budget of the Association shall be reviewed and approved by the Treasurer.
8. The President shall review the expense reimbursements of the Treasurer on a regular basis.
9. Original vouchers with appropriate documentation shall be maintained by the Treasurer in accordance with IRS requirements.

## **Policy 415 - Investments**

The Treasurer is authorized to find investments which provide safety, liquidity, and high yields.

## **Section 500 - COMMITTEES**

### **Policy 505 – Committees**

Committee chairpersons are expected to make progress reports to the Executive Board at Executive Board meetings.

### **Policy 510- Awards and Scholarship Committee**

It is the philosophy of the Association to recognize and award individuals who exemplify the purposes of the Association.

### **Policy 515 - Member of the Year Award**

A Member of the Year Award will be determined by nominations and election by the voting membership of the Association.



## **Policy 520 -- Institutes and Conference Planning**

Association institutes and conferences are planned and organized by the Conference Committee. The conference committee is responsible for obtaining presenters, selecting facilities, setting the fee structure and developing the registration brochure for the institutes and conferences. Contracts and/or written agreements for presenters and facilities are essential. The Conference Committee will print and distribute brochures. The Treasurer will handle the registration for the institutes and conferences. All financial risks are assumed by the Association.

## **Policy 525 – Graduate Credit Chair Duties**

The Graduate Credit Chair shall be responsible to secure all records and documents necessary to maintain the NASP Approved Provider Status.

## **Policy 530 - Conference Refund Policy**

All requests for refunds shall be dealt with on a case by case basis. All requests must be in writing and the Association reserves the right to deduct reasonable administrative expenses. This shall include dissatisfied participants as well as those registrants who were unable to attend the institute or conference. If in the event of unforeseen circumstances, the Association will make full refunds for registration fees. The Association will not be responsible for any other ancillary costs accrued.

## **Policy 535- Ethical and Professional Standards Committee**

The chairperson for this committee is appointed by the President. The purpose of this committee is to provide information, support, and assistance to the Association members and other concerned parties.

Functions:

1. To educate members regarding the NASP Ethics Code.
2. To provide consultation with interpretation of the NASP Ethics Code is needed.
3. To accept inquiries and to be a resource regarding possible infractions of the ethical principles. Any referral will be communicated to the Professional Standards Chair and the Executive Board. All referrals will be dealt with in an appropriate manner by the Association Executive Board.



## **Policy 540 - Legislative Committee**

The chairperson for this committee is appointed by the President. The purpose of this committee is to promote the purposes of the Association in conjunction with the legislative process

## **Policy 545-Membership Committee**

The chairperson for this committee is appointed by the President. The purpose of this committee is to facilitate the renewal of all members, present and potential, and maintain all membership records.

## **Policy 550 - Publications**

The Publication Chairperson is responsible to distribute the newsletter twice a year to all members of the Association. 17

## **Section 600 - Task Forces**

### **Policy 605 - Task Forces**

The Executive Board may create task forces as the need arises. Chairpersons and members are to be members of the Association.

## **Section 700 - Liaisons**

### **Policy 705 - Liaisons**

The Executive Board may accept representatives from other groups or organizations and may authorize members to represent the Association before other organizations. Although these individuals represent the Association, they are not authorized to speak on behalf of the Executive Board unless specifically authorized to do so.



## **Policy 710 - Compensation for Board Members**

**Hotel Accommodations:** Complimentary hotel accommodations will be provided for all Executive Board members to attend scheduled Executive Board meetings.

**Registration Fees:** All Executive Board members unable to obtain compensation will be provided complimentary registration. **Other compensations:** Other compensations will be determined by the President and the Executive Board,

## **Section 800 - MEMBERSHIP DUES**

### **Policy 805 – Membership Dues**

Membership dues shall be determined by the Executive Board.

## **Section 900 - Modification of Policies**

### **Policy 900 – Modification of Policies**

Statements of policy and accompanying procedures may be changed, added to or deleted by action by the Executive Board.

Procedures:

Any member of the Association may submit a request to the Executive Board concerning proposed changes in a current policy and procedure. Final decision on the proposed modification shall be determined by majority vote of the Executive Board.