

# BYLAWS of the WEST VIRGINIA SCHOOL PSYCHOLOGISTS ASSOCIATION

## ARTICLE I: NAME

The name of this organization shall be The West Virginia School Psychologists Association, a non-profit organization in the state of West Virginia.

## ARTICLE II: PURPOSES

### Section I

The purpose shall be, through practice, education, and research to:

- A. Serves the mental health and educational needs of all children, youth, and families.
- B. Encourage and provide opportunities for the professional growth of individual members,
- C. Inform the public about the services and practice of school psychology,
- D. Advance the ethics and standards of the profession of school psychology.

### Section II

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 I

The association shall have categories of individual and group classes.

A. Membership shall be of five classes.

1. Regular Members
2. Student Members
3. Retired Members
4. Associate Members
5. Honorary Members

## B. Requirements for membership

Applicants for membership shall be of good reputation and sound character. Application shall be submitted according to procedures established by the Association. All applicants must be recommended by the Membership Committee and approved by the Executive board of The West Virginia School Psychologists Association. The Membership Committee shall establish regulations governing eligibility for membership under special circumstances.

- A. A Regular Member is one who is:
- a. Trained or currently practicing as a school psychologist;
  - b. Trained as a school psychologist, but currently functioning as a consultant or supervisor in psychological services;
  - c. Primarily engaged in training of school psychologists at a college or university; or
  - d. Certified by the NASP National Certification of School Psychologists or credentialed by a state to practice as a school psychologist.
  - e. All Officers, Board Members and Committee Chairs shall be regular members of WVSPA
- B. An Honorary Member is nominated and approved by the Executive Board because they have made significant contributions to the field of school psychology. Once approved as an honorary member that individual has the full rights of a regular member, without the obligation of membership dues.
- C. A Retired Member is one who is no longer actively engaged in the practice of school psychology but meets all of the criteria of a regular member and who has been a regular member of WVSPA for at least five years. A retired member has the full rights of a regular member, without the obligation of membership dues.
- D. A Student Member is one who is actively enrolled in a minimum of six semester hours or its equivalent per semester in a program leading to an advanced degree in school psychology or completing an internship. The student membership status may be granted for no more than five years, requires annual verification, and is not granted to any person employed full-time. Student members are charged a lesser fee determined by the Executive Board.
- E. An Associate Member is one who does not meet eligibility requirements of the preceding classes of membership. WVSPA affiliate status would be available to those individuals who have a strong affiliation to school psychology, who support the work of the profession and who wish to convey that support through membership in WVSPA.

### C. Rights and Privileges

1. Full Members in good standing shall have all the rights and privileges of this Association, including full voting status and eligibility to serve in any official capacity.
2. Student, Retired, Associate, and Honorary Members shall have all rights and privileges of this Association except that they shall have no voting status and shall serve in no official capacity as an officer or chairman of a committee.
3. All members, with the exception of Retired and Honorary Members, shall be subject to payment of dues as voted by the membership of The West Virginia School Psychologists Association.

### D. Termination of Membership

1. Membership in The West Virginia School Psychologists Association may be terminated for the following reasons:
  - a. Voluntary action by an individual
  - b. Non-payment of dues
    1. A member whose dues have lapsed will be carried on the mailing list for a period of one year.
    2. A member who has been officially dropped from the Membership may be reinstated to his/her former status upon recommendation of the Membership Committee and payment of membership fees as established by The West Virginia School Psychologist Association, and provided that, at the time of his/her reinstatement, he/she currently fulfills the requirements of his/her membership category.
  - c. Unethical Conduct

A member may be dropped from Membership for unethical conduct as set forth in the Code of Ethics of the National Association of School Psychologists. Termination of Membership shall be by a simple majority vote of the Executive Board upon recommendation for such action by the Ethics Committee.
  - d. Allegations of illegal or criminal misconduct

## ARTICLE IV: OFFICERS AND DUTIES

### Section I

All officers of this Association shall be Regular Members of The West Virginia School Psychologists Association. Elected officers of the Association shall be President, President-Elect, Secretary, Treasurer, immediate Past President, Regional Representatives, and NASP Delegate.

#### A. President

The President shall serve as Presiding Officer of the Association and as Chairperson of the Executive Board. He/she shall appoint the Chairpersons and members of all Standing and Ad Hoc Committees, with the exception of the nominating committee. The President may delegate authority for naming members of a given committee to the Chairperson of the Committee. The president shall serve as an ex-officio member of all committees.

#### B. President Elect

The President-Elect shall succeed automatically to the presidency on July 1st of the year in which a new President-Elect has been elected. He/she shall preside at meetings in the absence of the President. The President-Elect serves as the chairperson of the Conference Committee.

#### C. Secretary

The Secretary shall keep minutes and records of all transactions of the Association and the Executive Board, notify members of the Association affairs and conduct official correspondence.

#### D. Treasurer

The Treasurer shall collect dues, keeps a membership list, disperse funds as necessary and authorized, serve as the chairperson of the Strategic Resource committee and help prepare a budget, submit the Proposed Annual Budget and an Annual Financial Report.

#### E. Past President

The immediate Past President shall continue to serve on the Executive Board during the term of his/her succeeding President and chair the Nominating Committee.

#### F. Regional Representatives

1. There shall be five regional representatives elected to the Executive Board. Regions shall be specified as
  - a. Region A - (RESA 5 and 6) Including the counties of Roane, Jackson, Wood, Wirt, Calhoun, Pleasants, Ritchie, Tyler, Wetzel, Marshall, Ohio, Brooke, and Hancock.
  - b. Region B - (RESA 7) Including the counties of Monongalia, Marion, Preston, Harrison, Taylor, Tucker, Doddridge, Barbour, Gilmer, Lewis, Upshur, and Randolph.
  - c. Region C - (RESA 8) Including the counties of Pendleton, Grant, Hardy, Mineral, Hampshire, Morgan, Berkeley, and Jefferson.
  - d. Region D - (RESA 2 and 3) Including the counties of Mingo, Logan, Wayne, Lincoln, Cabell, Mason, Putnam, Kanawha, Clay and Boone.

- e. Region E - (RESA 1 and 4) Including the counties of McDowell, Mercer, Wyoming, Raleigh, Summers, Monroe, Fayette, Greenbrier, Nicholas, Braxton, Webster, and Pocahontas.
2. Each region representative shall be elected by the members in his/her respective region.
3. The primary responsibility of each regional representative shall be to serve as a liaison between the Executive Board and the region's members in disseminating information and representing member's concerns and ideas.

#### G. NASP Delegate

1. The NASP Delegate shall serve as the link between The West Virginia School Psychologists Association and the National Association of School Psychologists.
2. He/she shall participate in NASP Delegate Assembly where he/she shall reflect the state association's concerns or issues. He/she shall also channel information and other assistance from NASP to the West Virginia School Psychologists Association.

#### Section II

The President and President-Elect shall be elected to serve for a period of one year. The Secretary, Treasurer, and Regional Representatives shall be elected to serve two-year terms. The Treasurer and Regional Representatives from Regions A, C, and E, shall be elected in the odd years. The Secretary and Regional Representatives from Regions B, and D shall be elected in even years.

#### Section III

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 remainder of the term, and shall continue through his/her own term. In the event that any other officer is not able to serve out his/her full term, the President may appoint a temporary replacement until the Executive Board meets. At that time, the Executive Board may appoint a Member to serve until the next general election of the Association, at which time a Member shall be elected to complete the term of office.

#### Section IV

Officers shall take office on July 1st of each year. The election process shall be initiated and conducted as stated in the Bylaws.

- A. The President shall appoint two members to serve on the Nominations Committee at the Annual Fall Business Meeting. The committee will be chaired by the immediate Past President.
- B. The Nominations Committee shall submit one or more nominations for each office to the Membership at the Spring Business Meeting, where additional nominations may be taken from the floor.

- C. The Chairperson of Nomination Committee shall prepare and mail an official ballot of nominees by June 1<sup>st</sup> of each year.
- D. Balloting will be declared closed 30 days after mailing and votes will be counted. A plurality vote shall be sufficient to elect.
- E. The Membership shall be notified of the results of the election as verified by the Executive Board.

## ARTICLE V: EXECUTIVE BOARD

Section I - The elected officers of this Association shall comprise the Executive Board.

- A. The Executive Board shall exercise general supervision and control over the property and affairs of the Association. During the interval between Annual Meetings, the Executive Board shall conduct such business as may be necessary and proper for the conduct of the Association.
- B. The Executive Board shall meet at least twice yearly and otherwise as required. A Representative from Marshall University Graduate College will attend Executive Meetings
- C. The Executive Board shall evaluate all recommendations made by the Membership Committee before submission to the Membership.
- D. A Quorum shall consist of a majority of the Members of the Executive Board.

## ARTICLE VI: FINANCES

Section I

The Executive Board shall present an annual budget to the Membership for adoption at the Annual Spring Meeting. The budget will reflect a goal amount kept in a reserve fund to equal the yearly budget, which includes \$10, 000 in a reserve portfolio

Section II

The Executive Board shall establish policies for reimbursement of expenses normally incurred by members while conducting the business of the Association.

Section III

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

Section IV

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.

## ARTICLE VII: OPERATIONS HANDBOOK

### Section I

An Operations Handbook shall be established. The Operations Handbook shall include the Association's procedures established by the Executive Board and the Association's policies established by the Membership.

- A. Policies are the positions, standards, and rules necessary to implement the mission and goals of the Association.
- B. Procedures shall be developed as needed for each policy and are the specific steps necessary to implement each policy.

### Section II

Officers, Representatives, and Committee Members are responsible for adhering to the Bylaws and to the policies and procedures contained in the Operations Handbook when conducting the affairs of the Association.

## ARTICLE VIII: COMMITTEES

### Section I

Chairpersons and/or members of standing committees shall be appointed by the President and shall assume office immediately upon appointment.

#### A. Awards Committee

The Awards Committee directs the nomination, selection, and award process, maintains a list of current and past award recipients, and recommends any additions or revisions in the policies and procedures relating to awards.

#### B. Ethics Committee

The Ethics Committee shall have the responsibility of interpreting the National Association of School Psychologists (NASP) Code of Ethics to the membership, and to make recommendations to the Executive Board as the need arises.

#### C. Conference Committee

The Conference Committee shall plan the program of the (conferences) regular meetings of the Association. The President-Elect shall serve as the chairperson of the Conference Committee.

#### D. Government and Professional Relations Committee (GPR)

The Government and Professional Relations Committee is the public policy arm of the Association. It focuses on promoting effective mental health and educational services to all children and their families through appropriate legislation, advocacy, and public policy development. Health care issues are also addressed through this committee.

#### E. Membership Committee

1. It shall be the duty of the Membership Committee to receive all applications for membership in the Association and to take appropriate action of such applications for the purpose of making recommendations to the Executive Board.
2. The Membership Committee shall establish regulations, subject to the approval of the Executive Board and the general membership, respectively, to determine eligibility for membership under special circumstances.

#### F. Nominations and Elections Committee

Nominations and Elections Committee shall prepare and mail an official ballot of nominees by June 1<sup>st</sup> of each year. The Immediate Past-President shall serve as the chairperson of the Nominations and Elections Committee.

#### G. Strategic Resource Committee

Strategic Resource Committee shall prepare a fiscal plan to submit to the Executive Board for approval. The Treasurer shall serve as the chairperson of the Strategic Resource Committee.

#### H. Bylaws and Operations Handbook Review Committee

Bylaws and Operations Handbook Review Committee will be responsible for the review and revision of the Bylaws and Operations Handbook as needed.

#### I. Newsletter Committee

Newsletter Committee will prepare two newsletters per year for the association. The Newsletter Editor will send the newsletter to the Webmaster to be posted on the website.

### Section II

The President shall have the authority to appoint Ad Hoc Committees Liaisons and Task Forces, subject to the advice and approval of the Executive Board.

## ARTICLE IX: AFFILIATION

### Section I

The West Virginia School Psychologists Association shall maintain affiliation with the National Association of School Psychologists.

### Section II

Membership in West Virginia School Psychologists Association does not imply membership in the West Virginia Psychological Association, the National Association of School Psychologists, or the American Psychological Association.

## ARTICLE X: MEETINGS

### Section I

The Association shall hold at least one meeting each year for the purpose of nominating officers and transacting business. Additional meetings may be held at the request of the President or Executive Board.

- A. Notice of any scheduled meeting shall be mailed thirty days in advance, and the place of each successive meeting shall be decided at the Spring and/or Fall Meetings.
- B. Members present at a duly announced meeting shall constitute a quorum.

## ARTICLE XI: PARLIAMENTARY ORDER

### Section I

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 II

The President shall appoint a Parliamentarian.

## ARTICLE XII: DUES

### Section I

The fiscal Year shall be from July 1st through June 30th. Dues are payable as of July 1st or at the time of election to membership.

### Section II

The amount of the Annual Dues shall be determined by the Executive Board and approved by a majority vote of the Membership at a business meeting of the Association.

## ARTICLE XII: AMENDMENTS

### Section I

Amendments to the Bylaws may be proposed by the Executive Board, by a majority vote on a motion made at any Business Meeting, or by a petition signed by ten percent of the Membership.

- A. A copy of the proposed amendment, with an explanation of why the Amendment is deemed necessary and a space for voting, shall be mailed to the last recorded address of each Member.
- B. Thirty days after the date of mailing, the poll shall be closed and the votes counted.

C. Votes shall be certified at the next meeting of the Executive Board. The amendments approved by a majority of those Members voting shall go into effect at that time.

D. Amendments, including the date effective, shall be included within the Bylaws by the Secretary.

ADOPTED: October 22, 1971

AMENDED: May 11, 1974  
April 24, 1975  
April 1, 1976  
November 11, 1976  
October 1978  
June 1980  
October 1990  
January 1998  
February 2000  
October 24, 2004