

9/9/2008

WVSPA

WEST VIRGINIA SCHOOL PSYCHOLOGISTS
ASSOCIATION

Operations Handbook

WVSPA OPERATIONS HANDBOOK

1000 GENERAL

1000.1 OPERATIONS HANDBOOK

WVSPA shall maintain an integrated Operations Handbook, which shall contain the purpose, structure, interrelationships, and governing policies/procedures of WVSPA. The Operations Handbook must be consistent with the By-Laws, which govern this organization. The Operations Handbook shall contain the policies and procedures of the WVSPA.

A. Policies/Procedures

1. Policies are the statements of overall directions necessary to implement the mission, purpose, and goals of each organizational unit.
2. Procedures shall be developed for each policy and are the specific steps necessary to implement each policy.
3. The policies and procedures contained in the Operations Handbook shall be developed and approved by the Executive Board.

1000.2 DEVELOPMENT AND REVISION

All changes to the Operations Handbook shall be reviewed annually by the Executive Board and revised in accordance with the following procedures.

A. Prior to the Executive Board reviewing any changes to the Operations Handbook, the submitting organizational unit must:

lllllllll. Type the policies and procedures according to the correct format. The Executive Board or designee shall review the By-Laws and Operations Handbook. All proposed changes in policy and procedures shall be reviewed to insure consistency with By-Laws and practice.

mmmmmmmmm. Distribute the proposed new or revised section(s) in writing to members of the Executive Board prior to the session at which it will be discussed.

nnnnnnnnn. Request that the new or revised section be placed on the Executive Board Agenda.

B. The WVSPA President presents the proposed revisions to the Executive Board for approval.

1000.3 DISTRIBUTION AND MAINTENANCE

The Operations Handbook of WVSPA shall be current, available and followed.

- A. The WVSPA Operation Handbook shall be distributed annually to each Officer, Regional Representatives, NASP Delegate and Committee Chairs.
- B. Officers, Regional Representatives, NASP Delegate and Committee Chairs are responsible for adhering to the policies and procedures contained in the Operations Handbook when conducting the affairs of the Association.
- C. The President shall work with a designee to review the Operations Handbook and By-Laws in maintaining and updating the Operations Handbook.

1001 WVSPA MISSION

1001.1 MISSION STATEMENT

The mission of the WVSPA is to serve its members and society by promoting the rights, welfare, education, and mental health of children, youth and families. WVSPA serves its members and society by promoting and advancing the profession of school psychology. This mission is accomplished through education, service, research, and policy development.

1001.2 PURPOSE

The purpose of WVSPA shall be to:

- A. Serve 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 standard of care for the profession of school psychology.

1001.3 GOALS

Goal 1. Become an influential spokesperson for the rights, welfare, educational, and mental health needs of children, youth and families.

Goal 2. Create an environment in which school psychologists are primarily engaged in prevention/intervention, and where assessment supports effective educational and mental health programs.

Goal 3. Increase WVSPA revenue from new and traditional sources.

Goal 4. Attract and retain qualified practitioners and trainers.

Goal 5. Develop more effective and cohesive working relations with NASP.

Goal 6. Expand WVSPA leadership development and membership participation.

Goal 7. Maintain and improve WVSPA as an organization.

1001.4 ANNUAL OBJECTIVES

On an annual basis, each officer and/or committee of WVSPA organizational unit shall construct annual objectives that are in keeping with the mission, purpose and goals of the organization. These annual objectives shall be translated into activities that are the basis for the proposed budget of that organizational unit. These activities and their budgets shall be presented to the Executive Board for approval after approval of the Strategic Resource Committee as detailed under the Finance Section (1007) of the Operations Handbook.

1002 MEMBERSHIP

1002.1 Classes of Individual Memberships

- E. 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 credential by a state to practice as a school psychologist.
 - e. All Officers, Board Members and Committee Chairs shall be regular members of WVSPA.
- F. An Honorary Member is nominated and approved by the Executive Board because they have made significant contributions to the field of school psychology. Once selected as an honorary member that individual has the full rights of a regular member, without the obligation of membership dues.
- G. 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.
- H. 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.

- I. 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.

1002.2. MEMBERSHIP APPLICATION PROCEDURE

Formal application for membership shall be completed and returned to the WVSPA membership chair. If a question exists regarding eligibility, the Membership Chair shall forward the application to the Executive Board for an official determination of the membership category. All applications will be processed through the WVSPA Membership Committee. An applicant, when accepted, becomes a member upon payment of dues if appropriate as stated in 1003.1.

1002.3 TERMINATION OF MEMBERSHIP

A member may be terminated from membership in the WVSPA as per the procedure delineated in the By-Laws of the association.

1002.4 DETERMINATION OF MEMBERSHIP FEES

Dues shall be established for each membership category upon recommendation of the Treasurer, Strategic Resource Committee and the approval of the Executive Board.

1002.5 MEMBERSHIP COUNTS

The Membership Chair shall be responsible for informing the Executive Board and the Regional Representatives of the membership count in their respective region as of July 1st and again at the Fall Meeting.

1003 EXECUTIVE BOARD

The membership and responsibility of the Executive Board of the association is established in the By-Laws.

1003.1 OFFICERS

- A. President
- B. President-Elect
- C. Secretary
- D. Treasurer
- E. Immediate Past-President
- F. Regional Representatives
- G. NASP Delegate

1003.2 EXECUTIVE BOARD

The Executive Board established in the By-Laws to conduct the affairs of the Association is:

- A. The Executive Board consists of the elected officers, the NASP Delegate, and the Regional Representatives (RR). Each member has one vote.
- B. Other members of the organization may be invited to the Executive Board meetings, but shall not vote.

1004 ASSOCIATION COMMITTEES

According to the By-Laws, the President of WVSPA appoints committees and their chairperson. The exception to this rule is the nominating committee, which shall follow the procedure detailed in the By-Laws Article IV Section IV. The President shall appoint the membership of the committee although he may delegate authority for delegating members of said committee to the chairperson of that committee. The President shall serve as an ex-officio member of all committees. Committee Chairperson Considerations are as follows:

- A. An individual can chair no more than one standing committee.
- B. Each committee will work cooperatively with other committees.
- C. Each committee will submit a written report prior to the two annual meetings and upon special request of the President.

The standing committees of WVSPA are stated in the By-Laws Article VIII Section I. The President subject to the advice and approval of the Executive Board shall appoint additional working organizational units. Additional working organizational units of the association shall be the following:

- A. Standing Committee

A committee formed by a two-thirds vote of the Executive Board with an on-going purpose specified in the Operations Handbook.

- B. Subcommittee

A subcommittee is an organizational unit of a standing committee, established by the standing committee chair with the approval of the President for the purpose of conducting, on an on-going basis, a portion of the standing committee's responsibility.

- C. Task Force

A task force is a group of members appointed by the President to address a single issue affecting broad areas of school psychology. Task forces are assigned a single task to be accomplished within a maximum of two years.

D. Ad Hoc Committee

A committee created by the Executive Board when a Task Force report indicates that a specified purpose requires continuing action and on-going commitment by WVSPA. An Ad Hoc committee may be created for more than three years.

E. Liaison

A liaison is established with external organizations by resolution of the Executive Board to maintain communication. A member or group of members is appointed by the President for the liaison function. The Executive Board shall review each liaison on an annual basis.

1004.1 AWARDS COMMITTEE

1004.1.1 PURPOSE

The Awards Committee will accept nominations for the specific awards presented to persons or counties making contributions to the organization, the profession, or to youth and families. The Committee shall be responsible for choosing the most deserving recipient in each award category.

1004.1.2 STRUCTURE

The president shall appoint the Awards Committee Chair. An equal number of members from each region shall be appointed to serve on the Committee by the Chair.

1004.1.3 POLICIES AND PROCEDURES

1004.1.3.A AWARD CATEGORIES

A. CHLOE HOLLINGER AWARD

1. This award was named for Chloe Hollinger a former school psychologist and WV Department of Education director, who contributed greatly to the profession.
2. The Chloe Hollinger Award is designed to recognize an individual who has contributed to the profession of school psychology by making contributions through publication, conference presentations, and by demonstrating leadership in helping to promote school psychology in the state.
3. The nominated individual may be an administrator, University professor, or practicing school psychologist.

B. WV SCHOOL PSYCHOLOGIST OF THE YEAR

- 1. This award is designed to recognize a school psychologist who is considered exemplary in the provision of school psychological services.
- 2. The nominated individual must be employed and working primarily as a school psychologist and be a regular member of the organization.

C. OUTSTANDING DELIVERY OF SCHOOL PSYCHOLOGICAL SERVICES

- 1. This award is designed to recognize a county or individual school psychologist that recognizes and implements the best or innovative practices of school psychology.
- 2. All county nominees will be given equal consideration regardless of geographic location or size of the district.
- 3. An individual nominee must be employed and working primarily as a school psychologist and be a regular member of the organization.

D. SPECIAL FRIEND TO CHILDREN AWARD

- 1. This award is designed to recognize an outstanding individual who has made significant contributions toward improvement in the lives of youth and families.
- 2. Nominees should have a strong affiliation to school psychology and support the work of the profession.

1004.2 BY-LAWS AND OPERATIONS HANDBOOK REVIEW COMMITTEE

1004.2.1 PURPOSE-

The By-Laws and Operations Handbook Review Committee will be responsible for the revision of the By-Laws and Operations Handbook as needed. When necessary, the By-Laws and Operations Handbook Committee may make editorial, grammatical, and stylistic changes in the Operations Handbook.

1004.2.2 STRUCTURE

The President shall appoint the Chair of the By-Laws and Operations Handbook Committee.

1004.2.3 INTERRELATIONSHIPS

The By-Laws and Operations Handbook Committee works directly with the President and with the committees proposing changes in the By-Laws and/or Operations Handbook to determine proper structure and format.

1004.3 CONFERENCE COMMITTEE

1004.3.1 PURPOSE

The Conference Committee shall be responsible for the planning and coordination of all state conferences and is chaired by the president-elect.

1004.3.2 STRUCTURE

The Conference Committee shall consist of the Chairperson and those co-chairs that are necessary to effectively complete all tasks associated with the fall and spring conferences. These co-chairs may include Program Selection, Liaison to State Associations, Local Arrangements, Site Selection, and others as needed.

1004.4 ETHICAL AND PROFESSIONAL STANDARDS COMMITTEE

1004.4.1 PURPOSE

The Ethical and Professional Standards Committee has the dual responsibility of addressing issues which relate to the ethical conduct of WVSPA members, and issues relating to the establishment, maintenance, and provision of school psychological services.

1004.4.2 STRUCTURE

The President appoints the Chair of the Ethical and Professional Standards Committee.

1004.5 STRATEGIC RESOURCE COMMITTEE

1004.5.1 PURPOSE

The Strategic Resource Committee shall be responsible for short and long term fiscal and program planning, and shall function as the fiscal advisory committee of the Association. The Committee will meet at least annually. The Committee's responsibilities include:

- A. Developing and recommending to the Executive Board annual goals, strategies, and committee goals that support WVSPA's strategic goals;
- B. Developing and recommending a budget to the membership that is consistent with these goals; and
- C. Monitoring WVSPA's progress toward attainment of its strategic goals.

1004.5.2 STRUCTURE

Meetings of the Strategic Resource Committee will take place upon the call of the Treasurer who acts as the Chairperson. The Committee will be composed of the President, President-Elect, Treasurer, two Regional Representatives, and a WVSPA Committee chair that does not hold an elective position with WVSPA. The SRC members who are representatives shall be appointed by the President for two year terms to start with the new fiscal year. Representatives should be elected on alternate years so that there is an overlap of representation. SRC members may not succeed themselves. Outgoing SRC members may be invited to attend the first SRC meeting of the fiscal year to provide additional continuity.

1004.6 GOVERNMENT AND PROFESSIONAL RELATIONS COMMITTEE

1004.6.1 PURPOSE

The Government and Professional Relations Committee shall be responsible for monitoring actions of state organizations, providing representatives to state organizations and consortia, and establishing working relationships with key state and national governmental agencies and legislative committees. The Committee shall be responsible for the development and dissemination of WVSPA's legislative positions to coalitions.

1004.6.2 STRUCTURE

This committee consists of a chairperson or chairpersons appointed by the President. This committee reviews the content of the Legislative Agenda and recommends deletions or changes to the Executive Board on an annual basis. Members of the Committee may be assigned to be a liaison to a specific state group for purposes of continuity.

1004.6.3 INTERRELATIONSHIPS

The Government and Professional Relations Committee work closely with the President or designees of the Executive Board. It maintains liaison relationships with state and national groups in order to fulfill its purposes.

1004.6.4 POLICIES AND PROCEDURES

1004.6.4.1 PROCEDURES FOR ESTABLISHING LEGISLATIVE AGENDA ITEMS

- A. A WVSPA member of any group affiliated with WVSPA may bring to the GPR Committee an item for inclusion in the legislative agenda.
- B. The GPR will review, get further information if needed, and submit items with recommendations to the Executive Board.
- C. If approved by the Executive Board, the items will be added to the Legislative Agenda.
- D. The GPR committee will review agenda items yearly and recommend any deletions or changes to the Executive Board.

- E. The Executive Board can take interim actions as circumstances dictate to facilitate timely legislative action.

1.0.0.0 PROCEDURES FOR SELECTING AND RESPONDING TO PRIORITY ISSUES

- A. Issues relating to governmental actions or professional organizations that have potential impact on the WVSPA membership can be brought to the GPR Committee by a member, regional representative, or the Executive Board.
- B. Issues selected by the committee should have a potential impact on the profession, as defined by WVSPA Standards for the Provision of Psychological Services, Standards for Credentialing, Standards for Field Placement, and Standards for Training Programs.
- C. The GPR Committee gathers data concerning an issue by using regional representatives and contacts with other professional organizations and consortia.
- D. Issues selected for focus by the GPR Committee and the WVSPA Officers are presented to the Executive Board by the GPR Committee. Updates on committee work and outcomes are communicated to the Executive Board and Membership.

1004.7 MEMBERSHIP COMMITTEE

1004.7.1 PURPOSE

The Membership Committee shall be responsible for conducting the annual membership drive for WVSPA. The Committee shall rule on any application in which there is a question of eligibility and shall be responsible for periodic reviews of membership policy and procedures. The Committee shall work to strengthen services to current members related to their membership applications, dues, status, requests, and outstanding efforts in membership development and recruitment.

1004.7.2 STRUCTURE

The Committee shall consist of the chair appointed by the President and committee members. Membership is open to all interested members of WVSPA. Each regional representative is automatically an ex-officio member of the Committee.

1004.7.3 INTERRELATIONSHIPS

The annual membership drive of WVSPA is conducted primarily at the regional level. The Committee Chair provides all representatives with information and materials needed to conduct a successful membership drive in each region and to support their efforts to serve the current members. The Committee maintains contact with the regional representatives and shares effective recruitment materials, strategies, and activities. The Committee works closely with the WVSPA office on matters related to membership development, recruitment, campaign strategies, materials, renewal notices, and reports. The Committee establishes annual membership goals and recognizes members for outstanding increases in membership in their region. The Committee works cooperatively with other WVSPA Committees—especially GPR—to promote and publicize the benefits of the membership in WVSPA.

1004.7.4 POLICIES AND PROCEDURES

- A. The Committee Chair, in accord with the WVSPA planning process, develops annual objectives and specific activities to meet those objectives, with estimates of costs and time lines for completion.
- B. Objectives are formulated to achieve the purposes of the committee. Objectives should be observable and measurable. Typical objectives are: (1) Regional representatives will be provided with information and materials needed to conduct effective membership drive in each area.
- C. Responsibilities of the committee Chair are:
 - . Provide Regional Representatives with sample materials and information packets.
 - . Suggest recruitment activities for Representatives.
 - . Compile and publish the Membership Handbook.
- D. Responsibilities of the Regional Representatives are:
 - . Submit proposed membership activities and budget requests.
 - . Update estimates of potential membership figures.
 - . Report dates of state conferences.
 - . Conduct state membership campaigns.
 - . Arrange for at least one annual regional meeting.
 - . Submit materials for the Membership Handbook.
 - . Contact new members.
 - . Contact members who have not renewed their membership.
 - . Contact non-members from their region.
 - . Encourage all members to renew their memberships.

1004.8 NEWSLETTER COMMITTEE

1004.8.1 PURPOSE

The Newsletter Committee shall be responsible for preparing two newsletters for the association per year. The committee members will assist the editor in publishing the newsletter and mailing it to the members when appropriate. The Newsletter Editor will send a copy of the newsletter to the Webmaster to be posted on the WVSPA website.

1004.9 NOMINATIONS AND ELECTIONS COMMITTEE

1004.9.1 PURPOSE

The Nominations and Elections Committee shall be responsible for overseeing the nominations and elections process.

1004.9.2 STRUCTURE

The Immediate Past-President shall chair this committee and shall not seek any office in WVSPA or support any nominee during his/her tenure.

1004.9.3 INTERRELATIONSHIPS

The Nominations and Elections Committee works closely with the President in conducting both the nominations and elections process.

1004.9.4 POLICIES AND PROCEDURES

1004.9.4.1 NOMINATIONS

- A. The Chair of the Nominations and Elections Committee will become thoroughly familiar with the election policy and procedures prior to the initiation of the election process.
- B. The Nominations and Elections Committee will inform the leadership of those individuals who have informed the Elections Committee of their intent to seek nominations for state or regional office. To be included in this announcement, individuals who are interested in seeking state or regional offices must notify the committee, in writing, by a date established by the Committee. Failure to inform the committee of one's desire does not preclude an individual from seeking nomination for office. A notice will be submitted in the WVSPA Newsletter informing interested office seekers of the availability of this process.
- C. Requests for nominations will be submitted to the WVSPA Newsletter and posted on the web page.
- D. An article to accompany the nomination ballot will be submitted to the newsletter explaining the WVSPA nomination process. The article will outline the nomination process and indicate which positions are to be elected.
- E. Nominations will be due to the Nominations and Elections Committee at time designated by the Committee and published in the newsletter and on the web page.
- F. The Chair will receive all nomination ballots.

- G. The following procedures will be used for all offices:
- . Nominees with the highest number of nominations will be placed on the ballot, as will the nominee with the second highest number of nominations.
 - . In the event of a tie for second place, both names will appear on the ballot for a total of three candidates.
 - . If more than two nominees tie for second place, a weighted system will be used as follows:
 - . The nominee who has been a WVSPA member the longest shall be placed on the ballot.
 - . If nominees have equal length of membership, the nominee who has been most active in WVSPA shall be placed on the ballot.
 - . The Nominations and Elections committee shall make all decisions on the above criteria.
- H. If only one name is submitted in the nomination process for an office, this name will appear first on the ballot with a space provided for a write-in candidate.
- I. If no nominees for a particular office are secured, the following guidelines should be followed:
- . State Office: The current President will be responsible for filling the ballot (two nominees).
 - . Regional Representatives: The current regional representative from that region will be responsible for filling the ballot (two nominees).
- J. When the slate is completed, all nominees will be notified and advised by telephone and in writing of the results. State level nominees will be notified, when possible, by telephone within seven days of the nomination ballot deadline, and within 24 hours after the ballot count is official.
- K. The ballots will be kept for thirty days following the nomination process.
- L. The Nominations and Elections Committee will compile the nomination results in report form and provide it to the Executive Board.

1004.9.4.2 ELECTIONS

- A. All candidates will be notified and advised of the need for a biographical statement. These statements are to be returned to the Nominations and Elections Committee by the designed date.

- . Suggested outline for the biographies include:
 - . Present position
 - . Statement on issues facing WVSPA
 - . Professional training/previous professional experience
 - . WVSPA activities/honors/publications
 - . Candidates shall be allowed 250 words.
 - . Biographical statements will be typed and returned to candidates for proofing and final approval.
- B. Names will be placed on the ballot in alphabetical order.
- C. The Nominations and Elections Committee shall forward copies of all election materials to members in time to meet the deadline for ballot mailing.
- D. Voting shall be first class mail. Only WVSPA members as of the date of ballot mailing shall be permitted to vote. Ballots shall be returned within 30 days of the original mailing.
- E. A plurality of votes cast shall determine the election of each office.
- F. A tie in the contest for any of the state offices (President-Elect, Treasurer, Secretary, and Regional Representatives) shall be resolved as follows: A written ballot will be mailed first class to Executive Board members. A plurality of votes cast shall determine the winner.
- G. Election of state officers and regional representatives:
- . Officers and regional representatives elected to serve shall do so for the indicated terms as follows:

. President	One year
. President-Elect	One year
. Secretary	Two years
. Treasurer	Two years
. Regional Representatives	Two years
 - . The Secretary shall be elected every even year. The Treasurer shall be elected every odd year.
 - . There shall be one representative from each region.

- . There shall be five regions comprised of the counties as follows:

Region A	Region B	Region C	Region D	Region E
Brooke	Barbour	Berkeley	Boone	Braxton
Calhoun	Doddridge	Grant	Cabell	Fayette
Hancock	Gilmer	Hampshire	Clay	Greenbrier
Jackson	Harrison	Hardy	Kanawha	McDowell
Marshall	Lewis	Jefferson	Lincoln	Mercer
Ohio	Marion	Mineral	Logan	Monroe
Pleasants	Monongalia	Morgan	Mason	Nicholas
Ritchie	Preston	Pendleton	Mingo	Pocahontas
Roane	Randolph		Putnam	Raleigh
Tyler	Taylor		Wayne	Summers
Wetzel	Tucker			Webster
Wirt	Upshur			Wyoming
Wood				

- . All regions will elect a representative to serve a two-year term to the Executive Board.
- . Regional Representatives may be allowed to succeed themselves for one term. First-term regional representatives must be re-nominated if they desire a second term. Additional candidates for election will be promoted through the nomination process.
- . The person receiving the highest number of votes shall be the regional representative, providing he/she accepts.
- . The following regions will elect a regional representative in the even number years:
 - . Region B
 - . Region D
- . The following regions will elect a regional representative in the odd number years:
 - . Region A
 - . Region C
 - iii. Region E

H. Notification of official election results

- . Winning and losing candidates for office or regional representatives will be notified by telephone as soon as the ballot count is official.
- . The GPR Committee will send press releases to each elected officer for submission in local newspapers.
- . A letter informing the superintendent and/or immediate supervisor will be sent by the GPR Committee.

1004.9.4.3 CAMPAIGNING

1004.9.4.3A POLICY

WVSPA is committed to professional practices in all elections. Open or unrestricted campaigning is forbidden. All WVSPA leaders, officers, regional representatives and committee chairs, are responsible for encouraging voluntary compliance with the procedures.

1004.9.4.3B PROCEDURES

Candidates shall communicate information through the established procedures that provide equal access to all candidates, such as statements within the ballot and newsletter articles.

1005 POSITION STATEMENTS

Position statements are formal pronouncements that reflect the official position of WVSPA with regard to a specific professional issue, typically developed by NASP and approved by WVSPA.

The guidelines for position statements shall be as follows:

- A. Each topic may require a different format and content, elements that usually should be addressed in the statement include:
 - a. Brief background on the issue (i.e., research conclusions, national/state policies and activities, why it is an issue).
 - b. Prior to submitting statements to the Executive Board for approval, appropriate persons shall be asked to review the document. When feasible, draft position statements shall be disseminated to all Executive Board members.
 - c. When appropriate and feasible, pro and con statements may be solicited and submitted with background or rationale statements.

1005.1 GUIDELINES FOR ANALYSIS OF POSITION STATEMENTS

For any issue, the following points are to be considered:

- A. Importance to children, youth and families, and/or education.
- B. Relevance to education and school psychology.
- C. National impact or regional impact of unusual significance to school psychology.
- D. Relationship to WVSPA mission, purpose and goals by either:
 - a. Promoting educational attainment, and/or mental health of children (for children's services issues), or
 - b. Advancing school psychology as a profession (for professional/guild issues).

- E. Timeliness of the issue.
- F. Quality and quantity of relevant psychological/educational data and/or conceptualization.
- G. Likelihood of constructive impact on public opinion or policy.

1005.2 ADOPTION PROCESS

- A. Position statements shall be voted on and adopted by the Executive Board at any regularly scheduled meetings
- B. The statement shall be disseminated prior to the meeting at which adoption is considered. Any exceptions to this procedure shall require approval of the President and suspension of the rules.
- C. It is recommended that substantial revisions or changes in the position shall not be made in the Executive Board. Action on the statement should be tabled and revision should be brought back to Executive Board.

1005.3 DISSEMINATION/FOLLOW-UP

- A. All official position statements should be disseminated to:
 - i. Membership through the Newsletter and/or official webpage;
 - ii. State School Psychology consultants and Chief State School Officers;
 - iii. Liaison groups and other education associations; and
 - iv. Advocacy groups.
- B. The GPR will be responsible for dissemination of position statements to external audiences.

1005.4 RESOLUTIONS

Resolutions are a formal expression of the sentiment of the Executive Board at the time at which they are passed. Resolutions will be reflected in the minutes and available to interested parties, but will not be included in this Handbook.

1006 USE OF WVSPA LETTERHEAD AND LOGO

Elected officers, regional representatives, and committee chairs are representatives of WVSPA because of their election or appointment and may use WVSPA letterhead and logo. It is imperative that they accurately reflect the official policies of WVSPA.

When using WVSPA letterhead or logo, elected officers, regional representatives, and committee chairs must be cognizant of the representation of WVSPA they hold and present during the use of the letterhead and logo. Independent use of the letterhead should be reviewed by the President or designee when letters are written reflecting official WVSPA policy, standards, position statements, and similar documents

directed toward individual or groups rather than state school psychology associations and groups structured within WVSPA.

1007 FINANCES

A committee chaired by the treasurer and designed to assist the treasurer will be called the Strategic Resource Committee. Because an officer cannot chair a subcommittee the SRC will function and operate as a subcommittee of the treasurer's office. Consistent with the By-Laws the president is an ex-officio member of the SRC.

1007.1 AUTHORITY

The authority of an organizational unit to arrange financial commitment shall be restricted to the activity of their unit and to the approved budget of the organizational unit by line item per activity. This budget must be approved by the SRC and the Executive Board respectively. Any budget changes between categories shall require the approval of the Strategic Resource Committee. For expenditures under \$500, organizational units may reallocate monies across the unit's budget lines as long as the activities in those lines have been approved by the Strategic Resource Committee (SRC) and the Executive Board.

1007.2 REPORTS

The Treasurer will submit account balances and will make available (upon request) an itemized list of income and expenditures that are tied to specific areas of the budget at each Executive Board Meeting.

1007.3 GENERAL PROCEDUES FOR REIMBURSEMENT

1007.3.1 Request for Reimbursement

- A. A Reimbursement Form will be available from the Treasurer.
- B. Each Reimbursement Form (request) should contain expenditures from one, and only one, budget category.
- C. Completed Reimbursement Forms must be sent to the Treasurer. Payments will be processed unless the Treasurer notifies the President otherwise within ten calendar days of notification postmark.
- D. All requests for reimbursement must be submitted within 90 days.
- E. A receipt must accompany all requests for reimbursement over \$25.

1007.3.2 Reimbursement for WVSPA/NASP Meetings

The individuals who are responsible for the overall conference operations and Executive Board meetings will be reimbursed for one-half room and registration expenses for those days in which they fulfill WVSPA responsibilities (i.e., President, Treasurer, Membership Chair & Conference Chair). The President or designee will receive reimbursement for attendance at NASP conventions as provided in the budget.

Executive Board Members are encouraged to seek travel and other funding support from their employers. Reimbursement may be provided for monies not reimbursed from other sources upon the approval of the Executive Board. The President shall authorize any reimbursement for Executive Board meetings in advance.

1007.3.3 Reimbursement for Travel

Executive Board Members are encouraged to seek travel and other funding support from their employers or other sources for meetings held in conjunction with the conference. With the approval of the Executive Board, WVSPA will reimburse that portion of expenses not paid for by these sources (such as local district funds). Travel will be approved for mileage or airfare, but reimbursements will be limited to the lower of the two costs. Therefore, if airfare is a consideration, the lowest travel cost to WVSPA will be approved. Airfare expenses will be reimbursed at a rate no higher than standard coach fare.

In case of overnight travel, a member is expected to select a room at the lowest rate. Reimbursement will be provided for on a shared room basis rather than a single rate when sharing is feasible. Members who elect a single room will pay the difference between the single and half-double rate, or will have this amount deducted from reimbursement. If rooms are listed only as single room rates, then the member will be reimbursed for one-half of the room rate.

1007.3.4 Reimbursement for Meals

WVSPA members who attend official functions will be reimbursed on a per diem basis as set by the Executive Board in consultation with the Strategic Resource Committee and the Treasurer. Reimbursement will be limited to those meals not otherwise provided, and may be claimed only for the period of time during which the member is fulfilling WVSPA duties. It is expected that travel arrangements are consistent with the schedule of activities. If a member elects to arrive earlier or stay longer, reimbursement will only be provided for those meals that are taken within the realistic time frame of the activity.

Per Diem reimbursement is a flat rate per meal, regardless of actual cost. Members may receive reimbursement for all meals normally consumed during the period of travel and activity, regardless of the number of meals actually eaten, except for those provided during the activity. Per Diem meal allowances shall mirror that allowed by NASP (2004 - \$35 per day: \$7, \$10 & \$18) but will be adjusted using IRS guidelines for locations with high meals costs. Per Diem meal reimbursement allowance is to be determined by the Treasurer, consistent with this section, prior to approval of the travel by the Executive Board.

1007.3.5 Authorization for Reimbursement for Meeting Attendance

Reimbursement for Executive Board meetings is contingent upon attendance at all official business meetings, for the duration of the meeting, unless the President approves the absence.

1007.3.6 Authorization for Meeting Attendance

The WVSPA President must authorize reimbursement for attendance at NASP conferences or meetings not listed in the committee's approved budget in advance.

1007.3.7 Reports on Meetings

When traveling to any such meetings with full or partial support from WVSPA, a written report is to be submitted to the President within one month after attendance. The report will be submitted to the Executive Board at the next scheduled meeting.

1007.3.8 Special Reimbursement Procedures

If there is a need for advanced or expedited reimbursement, the Treasurer should be contacted via U.S. Postal service, e-mail or telephone. Written requests for reimbursement shall be sent directly to the Treasurer.

1008 BUDGET

1008.1 BUDGET APPROVAL

The Executive Board and the membership approve the budget.

1008.2 GUIDELINES

The following guidelines assist in the preparation of the annual budget. Specific timetables for each guideline will be determined annually by the Strategic Resource Committee and communicated to the Executive Board at the first meeting of the fiscal year.

- A. Budget request forms are sent to organizational units and others wishing to have line items considered in the budget.
- B. The Organizational Unit submits a proposed budget to the Strategic Resource Committee for approval.
- C. The Treasurer finalizes the proposed budget under the advisement of the Strategic Resource Committee.
- D. The Treasurer informs all who submitted budget requests of the amount to be proposed in the relevant line items.
- E. Anyone not satisfied with his or her line item amount in the proposed budget is given the opportunity to meet with the Strategic Resource Committee. The Treasurer then finalizes the proposed budget.
- F. The Treasurer presents the budget to the Executive Board for discussion and approval.

1008.3 BALANCED BUDGETS

The WVSPA annual budget shall be a balanced budget with annual income equal to annual expenses.

1008.4 DISTRIBUTION OF ASSESTS

The checking account of the association shall contain one-half of the annual budget. The treasurer shall invest the remaining money of the association with the assistance of the Strategic Resource Committee and the approval of the Executive Board.

1008.5 INTERIM BUDGETS

WWWWWWWWW. In the event an interim budget is necessary, it shall be approved at the WVSPA Executive Board spring meeting.

XXXXXXXXXX. The Treasurer may recommend to the Executive Board approval of additional expenditure or adjusted revenue between meetings. Interim approval may occur in the following ways:

- b. Where revenue is sufficient to warrant the new expenditure and the Executive Board has previously approved the goal.
- c. Where the Executive Board has approved a contingency budget line to be used in the case of an emergency.

1009 OFFICERS

The officers of the Association shall be the President, the President-Elect, the Secretary, the Treasurer and the Immediate Past-President. The nomination, election, term of office, etc. are described in this Handbook, in the By-Laws, and in the Policies and Procedures section of the Nominations and Elections Committee.

1.0 PRESIDENT

- A. The President serves as the major spokesperson for WVSPA positions or delegates this role to other WVSPA members or officials. Information concerning WVSPA positions or issues, which WVSPA should address, is to be channeled through the President.
- B. The President serves as the chairperson of the Executive Board meetings. The President is responsible for determining the date, location, and time of the meetings and for determining the agenda for the meetings.

2.0 PRESIDENT-ELECT

- A. The President-Elect serves as an officer and as a member of the Executive Board. In the President's absence, the President-Elect serves as chairperson of the Executive Board.
- B. The President-Elect assists the President, as assigned, in the appointment of committees and the supervision of selected committee activities. The President-Elect works especially closely with committees and participates in other activities that involve events to occur in the President-Elect's term as President.
- C. The President-Elect consults regularly with the President regarding organizational activities to help insure the continuity and smooth transition between terms of office.

- D. The President-Elect shall be a member of the Strategic Resource Committee.
- E. The President-Elect serves as the chair of the Conference Committee.

3.0 SECRETARY

- A. The Secretary is responsible for certifying the accuracy of events and information at official meetings, maintaining official records, and writing official correspondence.
- B. Keeping the Operations Handbook and the By-Laws accurate and up-to-date is the responsibility of the secretary. The secretary is responsible for the distribution of the Operations Handbook to all Organizational Units annually.
- C. The Secretary reviews initiatives and directives from meeting to meeting to determine if charges and activities were completed.

1009.4 TREASURER

- A. The Treasurer performs an advisory role to the President and to the Executive Board on fiscal matters and in the development of the budget.
- B. The Treasurer serves as the Chair of the Strategic Resource Committee.
- C. The Treasurer submits the recommended budget from the Strategic Resource Committee for discussion and approval by the Executive Board.
- D. The Treasurer approves all expenditures according to fiscal procedures.
- E. The Treasurer arranges for and supervises all official financial reviews/audits in cooperation with the President.
- F. The Treasurer arranges for the management of all WVSPA monies according to established fiscal policies and procedures.
- G. The Treasurer is responsible for maintenance of all fiscal policies and procedures and for proposing changes whenever necessary.
- H. The Treasurer is responsible for coordinating activities involved in the registration of WVSPA conference.
- I. The Treasurer is responsible for filing state and local taxes.

1009.5 IMMEDIATE PAST-PRESIDENT

- A. The Immediate Past-President services as an officer and as a member of the Executive Board. In the absence of the President and President-Elect, the Immediate Past-President serves as the chairperson of the Executive Board.
- B. The Immediate Past-President serves as Chairperson of the Nominations and Elections Committee.

- C. The Immediate Past-President assists the President, as assigned, in the supervision of committee activities. The Immediate Past-President works especially closely with committees and other activities that involve the continuation of goals or completion of projects from the previous years.
- D. The Immediate Past-President consults regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

1010 EXECUTIVE BOARD

1010.1 PURPOSE

The Executive Board shall administer policy.

1010.2 STRUCTURE

- A. The membership of the Executive Board shall be the President, President-Elect, Secretary, Treasurer, Past President, Regional Representatives, and NASP Delegate.
- B. The Executive Board shall meet at least two times annually in conjunction with the two conferences.
- C. The day-to-day operations of WVSPA are the responsibility of the Executive Board. The Executive Board determines the policies and procedures of WVSPA with the approval of the membership.
- D. When necessary, polling of the Executive Board may be requested by a member of the Executive Board on any votes. A request for telephone polling or mail/electronic polling must be submitted to the President who will, in turn, poll the Board and report the results to all Board members.
- E. In addition to participation in the two annual meetings, the Regional Representatives are responsible for the following:
 - . The Regional Representatives will coordinate all WVSPA activities within their specific region. Maintaining a relationship with affiliated state associations and the WVSPA membership within their specified region, the regional representative will coordinate and transmit information, policies and practices from the Executive Board to the region and issues and concern from the region to the Executive Board.
 - . Prior to Executive Board meetings and throughout their term, the regional representative will poll the state members within their region to determine if there are priority or specific issues and concerns that may need representation to the Executive Board.
 - . The regional representative will serve as a resource and guide to members within their region in the fulfillment of the responsibilities and specific charges given their office.
 - . The regional representative has the responsibility for promotion of WVSPA membership and goals. The regional representative will, where and when appropriate, organize and sponsor regional activities that promote or strengthen school psychology in the region.

- . The regional representative promotes the profession of school psychology through awareness of pending legislation and involvement in legislative action.
- K. The NASP Delegate shall serve as a voting member of the Executive Board. The NASP Delegate shall serve as the link between WVSPA and NASP.

1011 PARLIAMENTARIAN

1011.1 PURPOSE

The Parliamentarian is a consultant who advises the President and other Officers, committees, and members on matters of parliamentary procedures.

1.0 ROLE

- A. The Parliamentarian's role during a meeting is strictly an advisory and consultative one. Parliamentary rules allow the Chair alone, the power to rule on questions of order or to answer parliamentary inquiries.
- B. During the meeting, the work of the Parliamentarian should be limited to giving advice to the Chair, and when requested, to any other member. After the Parliamentarian has expressed an opinion on a point, the Chair has the duty to make the final ruling, and in doing so, has the right to accept the advice or disregard it.