

**WASHINGTON STATE
ASSOCIATION OF
SCHOOL PSYCHOLOGISTS**

BY-LAWS

**APPROVED BY EXECUTIVE BOARD:
MARCH 3, 1990**

**REVISED
JULY 1, 1990**

**REVISED
JUNE 29, 1994**

**REVISED
JUNE 31, 1998**

1000 WASHINGTON STATE ASSOCIATION OF SCHOOL PSYCHOLOGISTS GENERAL

1000.1 MISSION

1000.1.1 Purposes

The purposes of the Association shall be:

- A. To serve the educational and mental health needs of all students.
- B. To encourage and provide opportunities for the professional growth of school psychologists.
- C. To inform the public about the services and practice of psychology in the schools.
- D. To advance the standards of the profession of School Psychology.
- E. To cooperate with other agencies, offices, and organizations on subjects of common concern.

1000.1.2 Mission Statement

The mission of the Association is two-fold: (a) to promote the educational and mental health needs of all children and youth; and (b) to promote the interests of and to advance the profession of School Psychology.

1000.2 GOALS

The goals of the Association shall be those developed in accordance with planning policies and procedures, and approved by the Executive Board.

1000.2.1 Planning Process

The Association shall maintain an integrated planning process, which begins with long-range projections of the future of School Psychology and is implemented in the budget of each organizational unit on an annual basis. This planning process shall include a long-range plan, five-year plan, and annual objectives.

1000.3 ANNUAL OBJECTIVES

On an annual basis each officer and committee chairperson of the Association will construct annual objectives, which are in keeping with goals. These objectives will be translated into activities, which are the basis for the proposed budget of that unit. These activities and their budgets shall be presented to the Executive Board for approval in accordance with policy. This will be completed by a date established by the Board.

1000.4 MEMBERSHIP

1000.4.1 Classes of Membership

The Association shall consist of the following categories of membership:

A. Categories of Individual Memberships

1. A regular member is one who is:
 - a. Certified (initial, continuing, or standard) by the state of Washington as a School Psychologist; and is
 - b. Currently functioning as a School Psychologist;
 - c. Consultant or supervisor in psychological services; or
 - d. Primarily engage in training of School Psychologists at a college or university
 - e.

Regular members have full privileges including voting and the holding of office.

2. An associate member is one who, at a minimum, possesses a bachelor's degree but without any form of state certification as a School Psychologist, and prescribes to the goals and objectives of the Association. Associate members may neither vote nor hold office.
3. A student member is one who is matriculated in an upper level school psychology program majoring in psychology with a minimum of six (6) semester hours per semester and has the written approval of their supervisor or advisor. Student members may neither vote nor hold office.
4. A retired member is a former regular member who has retired from employment as a School Psychologist and desires to continue his/her Association affiliation. Retired members may vote and, upon paying membership dues, are eligible to hold office.
5. A patron membership is afforded organizations, institutions, offices, and agencies involved in the delivery of psychological services or materials. Patron members may neither vote nor hold office.
6. All officers and area representatives shall be regular members of the Association.
7. All regular and retired members shall have the right to vote.
8. Verification of professional status as a certificated School Psychologist must accompany initial application for membership. Such verification could be one of the following:
 - a. A letter from the superintendent, director, or supervisor of the applicant's school district.

- b. A letter from the program dean or department head of the applicant's training institution (trainer or educator of School Psychologists).
- c. A letter from the college/university program supervisor or advisor verifying student status of the applicant (a minimum of 6 semester hours).
- d. A copy of the state certificate or license of the applicant.

B. Membership Application Procedures

1. Formal application for membership (Appendix B), including verification for membership category purposes, shall be completed and returned to the Association Office Manager. All applications will be processed through this office. An applicant, when accepted, will become a member upon payment of dues.
2. Questions regarding eligibility of an applicant to become a member, shall be forwarded by the Office Manager to the Communications Committee Chair. If there is a question of qualification, it shall be resolved by the Executive Board by a simple majority vote.
3. A person must be in good standing to be a member of the Association, to serve on a committee or task force, to be placed on a ballot for an elected position, or to hold office.

C. Dues

1. Members shall pay dues according to their membership category.
2. Dues shall be established for each membership category upon recommendation of the Executive Board and majority vote of the membership, conducted by written ballot.

D. Severance of Membership

1. Membership may be terminated for nonpayment of dues, ninety (90) days after dues statements are mailed. Notice of impending termination of membership status shall be mailed to each individual concerned by the Association Office Manager at least ten (10) days prior to termination.
2. Former members whose membership lapsed due to nonpayment of dues may be reinstated upon payment of dues.
3. Termination of certification that has been made for cause shall be reviewed by the Executive Board to determine if unethical behavior has

been established. If established, disaffiliation proceedings shall be initiated. A finding of unethical behavior by the WASP Ethics Committee is also grounds for disaffiliation by the WSASP Executive Board.

4. Any person who has been disaffiliated may apply for membership after two years from the date of membership termination, and upon demonstrating that they are ethically, technically, and professionally qualified for providing school psychological services and Association membership. The Executive Board is the only body that may rule on an application for membership once a member has been disaffiliated.

1000.5 ORGANIZATIONAL UNITS

A. Offices:	Term of Office
1. President	1 year (July 1-June 30)
2. President-Elect	1 year (July 1-June 30)
3. Immediate Past-President	1 year (July 1-June 30)
4. Secretary	2 years (July 1-June 30)
5. Treasurer	2 years (July 1-June 30)

B. Executive Board

The organizational units established in the Constitution to conduct the affairs of the Association.

1. Executive Board

Consists of the Association's President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Area Representatives and two non-voting members: a University Faculty Representative and a Student Representative.

C. The Committees of the Association shall be those specified below:

1. Standing Committee (Appendix E)

A committee appointed to aid and fulfill the goals and functions of the Association. Each committee will have duties and administrative procedures prescribed in the Policy Manual.

The President shall appoint a Chair to each standing Committee subject to the approval by a simple majority of the Executive Board, and be designated a title and job description by the Executive Board. Each Chair may appoint a co-chair.

2. Task Force
A committee created by the Executive Board to fulfill tasks not identifiable as an assignment of a Standing Committee (see Appendix F).
3. Liaison
A liaison is established with external organizations, associations, and agencies by resolution of the Executive Board to establish and maintain communication. A member or group of members are appointed by the President for the liaison function, and may be assigned additional functions by the Executive Board (see Appendix G).
- D. Office Manager
The Office Manager is employed by the Association and is responsible for carrying out the duties assigned as defined in the contract between the Association and Office Manager.

1000.6 POLICIES AND PROCEDURES

1000.6.1 Policy Handbook

The Association shall maintain an integrated Policy Manual (equivalent to by-laws) which is the policies, rules, and guidelines used to conduct the day-to-day affairs of the Association.

Each section of the Policy Handbook shall be developed in accordance with the following format:

- A. Purpose
The purpose shall specify the area of responsibility or the charge in relation to the Constitution (Appendix A) or Policy establishing committee.
- B. Goal
Goals shall be related to the purpose, and be used in budget preparation procedures. There shall be a reporting process for each goal specified.
- C. Structure
A chart shall describe the structural relationship for each organizational unit.
- D. Interrelationships
Any formal relationships with other committees or officers of the organization shall be described.
- E. Policies/Procedures
 1. Policies are the statements of overall directions necessary to implement the purpose of each organizational unit approved by the Executive Board.

2. Procedures shall be developed for each policy and are the specific steps necessary to implement each policy.

1000.6.1.1 Standards

Standards are a set of policies with broad implications for psychology.

1000.6.1.2 Position Statements

Position statements are formal pronouncements that reflect the official position of the Association with regard to a specific professional issue. They must be approved by a majority of the Executive Board, and included within the Policy Manual.

1000.6.1.3 Resolutions

Resolutions are formal expressions 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 the Manual.

1000.6.2 Development and Revision

Each policy/procedure shall be developed and reviewed annually by the responsible unit (officer, committee chair, area representatives) and revised in accordance with the following procedures:

- A. Manual sections must be developed and written with membership input.
- B. Manual sections should be reviewed annually by a committee designated by the Communications Committee.
- C. Prior to the Executive Board reviewing any new or revised policy/procedure, the submitting organizational unit must:
 - 1. Type the policies and procedures according to the correct format.
 - 2. Distribute the proposed or revised section(s) in writing to members of the Executive Board prior to the session at which it will be discussed.
 - 3. Request that the new or revised section be placed on the agenda
- D. The Chair presents the proposed revisions to the Executive Board
- E. If the revisions are procedural only, the Executive Board may approve the revisions, assign an effective date, and distribute the revised section.
- F. If the revisions are policy, they must be presented to Executive Board for approval.

- G. If the revisions are position statements (100.6.1.2), they must be acted upon by the Executive Board.
- H. If the revisions are standards documents (100.6.1.1), they must be presented twice.

1000.6.3 Distribution and Maintenance

The Policy Manual of the Association shall be current, available, and followed.

- A. It will be distributed to officers, area representatives, and chairpersons annually.
- B. Executive Board members are responsible for adhering to the policies and procedures
- C. The manual will be maintained and updated by Communications Committee.

1000.6.4 Amendment of the Constitution

- A. Amendments may be proposed by the Executive Board, by a petition of at least twenty percent (20% of the Associations membership, or by a simple majority of members present at the general membership meeting with a legal quorum in attendance.
- B. After an amendment has been proposed and accepted, it shall be mailed to each member in good standing by the Secretary. Thirty (30) days are allowed between the mailing of the ballot and the close of the balloting. The Executive Board will certify the results.
- C. A simple majority of Association members is required for an amendment to be adopted.

1000.7 MEETINGS

1000.7.1 General Membership

There shall be a minimum of one (1) general membership meeting each calendar year, the date and location announced by the Executive Board at least three (3) months in advance. Other general membership meetings are encouraged but not required.

1000.7.2 Special Meetings

Special meetings may be held upon the call of the Executive Board. General membership meetings may also be called by written petition to the Executive Board by twenty percent (20%) of the membership in good standing. The Secretary must authenticate the signatures of petition signers and, if valid, the Executive Board must call such a meeting within thirty (30) calendar days following validation.

1000.7.3 Rules of Order

The rules contained in the most recent revision of Robert's Rules Order shall govern the Association in all cases to which they are applicable, and in which they are consistent with the Policy Manual.

1000.7.4 Quorum

- A. Executive Board – A quorum shall consist of fifty percent (50%) of Executive Board members.
- B. General Membership Meeting – A quorum shall consist of twenty percent (20%) of the Association's membership.

1000.7.5 Proxies

Executive Board members who are unable to attend a meeting may assign their proxy vote to another Executive Board member and shall so inform the Secretary in writing or by telephone.

The above procedure will apply if an Executive Board member attends the meeting but needs to leave the room during the course of the meeting.

1000.8 FINANCES

1000.8.1 Authority

The authority of Executive Board members and committee chairs to arrange financial commitment shall be restricted to the activity of their offices and to the approved budget of the committee or coded account. The reallocation of funds shall require the approval of the Executive Board. The Treasurer shall be authorized to allocate contingency funds for maintenance of Association activities prior to approval of annual budget, not to exceed 10% of the amount of the previous year's annual budget.

1000.8.2 Reports

Itemized and complete lists of expenditures are to be submitted to the Treasurer, with receipts, within 90 days of expenditures and prior to the end of the fiscal year (June 30).

1000.8.3 Authorization for Reimbursement for Meeting Attendance

Reimbursement for attendance at state or national conferences or conventions, not listed in the committee's approved budget, must be authorized by the board.

1000.8.4 Authorization for Meeting Attendance

Reimbursement for attendance at state or national conferences or conventions, not listed in the committee's approved budget, must be authorized by the Board.

1000.8.5 Reports on Meetings

When traveling to any such meetings with full or partial support from the Association, a written or oral report is to be presented to the Executive Board within one (1) month after attendance.

1000.8.6 Association Travel Support and Presentation Honoraria

- A. When an Association representative is requested by the President to attend a state, regional, or national conference, and speak on matters related to the Association, it is expected that the Association will bear an agreed-upon or Board-designated portion of the cost of travel to and from the meeting. In certain instances, the Association may agree to incur a greater share of the expenses. All such agreements must be authorized by the President, who may designate the individual to represent the Association.
- B. When the primary purpose of a representative's attendance at a meeting is to provide an independent presentation, Association funds are not used to defray any of the costs incurred.

1000.8.7 General Procedures

1000.8.7.1 Reimbursement for Association Meetings

Officers, Area Representatives, and invited (by the President) committee chairs are eligible for travel reimbursement to designated meetings.

1000.8.7.2 Reimbursement for Travel

Specific reimbursement amounts will be determined by the Executive Board.

1000.8.7.3 Treasurer Vouchers

Vouchers submitted by the Treasurer must be co-signed by the President.

1000.8.7.4 Membership Mailing Labels

Labels may not be sold for purposes of soliciting money or gifts. Labels will be sold at \$200 per set of membership. Only the President can waive this fee for a non-profit organization. All lists are sold with agreement that the list cannot be sold, exchanged, or given to any other person or organization without the express, written permission of the Association.

1000.9 BUDGET

1000.9.1 Budget Submission

A proposed annual budget must be submitted by the President to the Executive Board for approval prior to the first Executive Board meeting and no later than September 1 of the current fiscal year, whichever comes first.

1000.9.2 Budget Approval

The budget is approved by the Executive Board by the first Executive Board meeting of the fiscal year, prior to any expenditure being made.

1000.9.3 Guidelines

Expenditures based on verifiable anticipated income will be the basis for maximum expenditures. In no case shall expenditures exceed available revenue, although budgeting may be made against anticipated revenues.

1000.9.4 Membership Counts

The Association Office Manager shall be responsible for informing the Executive Board of the membership count.

1000.9.5 Membership

For any activity that has, as its primary purpose, the enhancement or maintenance of Association membership, requests should be made to, funds approved by, and expenditures charged to the Communications Committee.

1100.1 OFFICERS

The officers of the Association shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. The nomination, election, and term of office are described in the Constitution.

1100.1.1 President

- A. The President shall preside at all meetings of the Association, act as the Chair of the Executive Board, appoint standing committees and task forces, designate emissaries to other office and agencies, further and promote the objectives of the Association, and perform the normal duties of a presiding officer.

- B. The President serves as the major spokesperson of the Association, or delegates this role. Information concerning Association positions or issues should be channeled through the President.
- C. The President serves as the chairperson of the Executive Board, and is responsible for determining the date, location, and time of meetings, and for determining the agenda.
- D. The President appoints committee chairs, in compliance with organization policy and with the advice of the Executive Board, and supervises committee activities.
- E. The President, in consultation with the Treasurer and other Board members and chair, as necessary, prepares the proposed budget.
- F. The President, in consultation with the Treasurer and other Board members and chairs, as necessary, prepares the proposed budget.
- G. If the Executive Board determined that an Area Representative is unable or unwilling to serve, the president will appoint a replacement or arrange for election.
- H. The President will recognize individuals for outstanding service contributions through the President's Award.

1100.1.2 President-Elect

- A. The President-Elect assumes and performs the duties of the President, in the event of his/her absence or incapacity; succeeds the President at the end of the latter's term of office; serves as an advisor and promoter of continuing education, professional in-service training, and active Association membership recruitment.
- B. 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 Chair of the Executive Board.
- C. The President-Elect assists the President in the development, supervision and evaluation of activities.
- D. The President-Elect regularly consults with the President regarding organizational activities to help insure the continuity and smooth operation between terms of office.
- E. The President-Elect regularly consults with the President regarding organizational activities to help insure the continuity and smooth operation between terms of office.

1100.1.3 Immediate Past-President

- A. The immediate Past-President serves as a counsel and advisor to the Executive Board, and as Chair of Nominations.
- B. The Immediate Past-President serves 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 Chair of the Executive Board.
- C. The Immediate Past-President serves as an advisor to the Executive Board.
- D. The Immediate Past-President assists the President, as assigned, in the supervision of selected committee activities.

- E. The Immediate Past-President regularly consults with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.
- F. The Immediate Past-President is responsible for the organizational and supervision of all nominations, elections, and other balloting. The immediate Past-President is also responsible for issuing ballots that require vote by the general membership.
- G. The Immediate Past-President is responsible for chairing the Awards Committee.

1100.1.4 Secretary

- A. The Secretary shall keep and maintain records of all Executive Board meetings and forward pertinent summaries of Executive Board activities to the Newsletter Editor and the Association Office Manager that will maintain and disseminate this information to the appropriate persons.
- B. The Secretary is responsible for recording accurately the events and information at official meetings.
- C. The Secretary reviews initiatives and directives from meeting to meeting to and to alert responsible persons if charges and activities are in need of completion.

1100.1.5 Treasurer

- A. The Treasurer has custody of all Association funds, depositing them in the name of the Association; is authorized to sign all checks and to pay all debts on behalf of the Association for the disbursement of funds as approved in the budget or as the Executive Board directs; shall have a financial report available for each Executive Board meeting and general membership meeting, and shall file necessary state and federal tax information by the required due dates.
- B. The Treasurer performs an advisory role to the President and to the Executive Committee on fiscal matters and in the development of the budget.
- C. The Treasurer approves all expenditures according to fiscal procedures.
- D. The Treasurer arranges for and supervises all official audits in cooperation with the President.
- E. The Treasurer is responsible for the management of all Association monies according to established fiscal policies and procedures.
- F. The Treasurer is responsible for the maintenance of all fiscal policies and procedures, and for proposing changes when necessary.

1200.1 EXECUTIVE BOARD

1200.1.1 Purpose

The Executive Board shall supervise and manage the affairs of the Association, and has the direction and authority to act for the Association as a whole but not to alter dues structuring or voting requirements. Changes in dues structure, voting qualifications and procedures, and other constitutional issues may only be accomplished through a written

ballot of all members at the time of balloting. The Executive Board shall supervise and manage the affairs of the Association including elections, counting ballots, and certifying the results of balloting.

1200.1.2 Structure

The Executive Board shall consist of the Association's officers and Area Representatives.

1200.1.3 Scheduled Executive Board Meetings

The Executive Board shall meet at least four (4) times annually. Meetings are held upon the call of the President or upon written petition of five or more Association members in good standing.

1200.1.4 Development of Procedures

The development of procedures for the ongoing operation of the Association is the responsibility of the Executive Board. Procedures are defined as the specific steps necessary to implement the policies of the Association.

1200.1.5 Polling of the Executive Board

A member of the Board on any vote may request polling of the Executive Board. A request for telephone polling must be submitted to the President who, in turn, will poll the Board and report the results to all Board members.

1200.1.6 Designation of Voters

Each member of the Executive Board (except the student and faculty representatives who are non-voting members) has one (1) vote and issues are decided by a simple majority vote.

1200.1.7 Areas of Representation

The Executive Board shall designate geographical area in the State of Washington, which shall be selected to facilitate and enhance the representation of the members of the Association. Association members within each designated area will select an Area Representative from among their group. To insure continuity, the Area Representative from even numbered areas or lettered areas B, D, F (for example: 1B, 1D, 2, 4, 6, 8, and 10) will be elected by June 1 of even numbered years. Odd numbered areas or lettered areas A, C, E (for example; 1A, 1C, 3, 5, 7, 9) will be elected by June 1 of odd numbered years. The term of office shall be two (2) years and commence on July 1.

1200.1.8 Student Representatives

Student representatives to the Executive Board will be selected from the School Psychology training institutions on a rotating basis as established by the Executive Board. They will serve for a term of one year and will represent different institutions. Selection of student representatives shall be made by the respective institution.

1200.1.9 Faculty Representatives

Faculty representatives to the Executive Board will be selected from the School Psychology training institutions on a rotation basis as established by the Executive Board. They will serve for a term of one year and will represent different institutions.

1200.2 AREA REPRESENTATIVES

1200.2.1 Purpose

As members of the Executive Board, Area Representatives will adopt and amend policies of the Association.

1200.2.2 Structure

Area Representatives, representing geographical areas in the State of Washington designated by the Executive Board, shall be selected to facilitate and enhance the representation of the members of the Association.

1200.2.3 Voting Power

Each Area Representative has one(1) vote and issues are decided by simple majority vote.

1200.2.4 Executive Board Meeting Attendance

Area Representatives shall meet at least two (2) times annually as members of the Executive Board. Meetings are held upon the call of the President or upon written petition of five or more Association members in good standing.

1200.2.5 Eligibility for Reimbursement

Area Representatives are eligible for travel reimbursement to Executive Board meetings.

1200.2.6 Area Representative Duties and Responsibilities

- A. Area Representatives shall represent their respective geographical area in initiating adopting, and amending policy.
- B. Area Representatives shall be responsible for approving the Association's budget.

- C. Area Representatives shall become familiar with the Association mission, policy, procedures, and committee structures.
- D. Area Representatives shall attend Executive Board meetings representing their geographic area's issues, concerns, and consensus regarding matters of the Association and the profession of School Psychology.
- E. Area Representatives will inform Officers prior to scheduled meetings of any issues, concerns, or other items to be presented on behalf of their geographical areas.
- F. Area Representatives shall be aware of state issues regarding the profession of School Psychology and communicate with state, regional, and local school psychology groups and programs.
- G. Area Representatives shall assist with public relations and public information activities to enhance the Association's visibility.
- H. Area Representatives shall serve as a liaison between the Association and the Association's members in disseminating information and representing member concerns and ideas.
- I. Area Representatives are responsible for maintaining membership demographics in their area and sending them to the Association Office Manager.
- J. Area Representatives are responsible for membership promotion activities in their geographical area.
- K. Area Representatives must schedule at least two (2) area meetings per year to provide support for and information to members.
- L. Area Representatives must schedule at least two (2) area meetings per year to provide support for and information to members.
- M. Area Representatives encourage members to participate in Association conferences, meetings, committees, and professional development activities.
- N. Area Representatives support or arrange for the support of members who are experiencing district constraints in the practice of the profession of school psychology.
- O. Area Representatives shall serve as members of the Awards Committee for Best Practices Awards. Area Representatives will exclude themselves from rating award nominees working in the area they represent.

1300.1 COMMITTEES

1300.1.1 Standing Committees

There shall be standing and other committees appointed to fulfill the function of the Association. The duty of the standing committees shall be described in policy. Standing committees shall be as follows:

2000	Conventions and Workshops
2100	Ethics and Professional Practices
2200	Government Relations
2300	Communications
2400	Retention and Recruitment

2500	Assessment Review
2600	Awards
2700	Area Representatives

1300.1.2 Recommendation of Change in Committee Status

The President, subject to a vote in the affirmative by the Executive Board, shall have the power to recommend the addition, deletion or change of a standing committee with the exception of the Executive Board.

1300.1.3 Authorization of Committees

The Executive Board will authorize the title and composition of standing committees.

1300.1.4 Designated Committees

The President may appoint other committees.

1300.1.5 Committee Composition

All standing committees will include an Executive Board member or member-at-large whenever feasible. Officers and area representatives shall simultaneously chair no more than one standing committee. Committee Chairs shall strive to have committee membership representative of the regions and of the practitioner, trainer and administrator constituencies.

1300.1.6 Appointment of Committee Chairs

The President shall appoint chair that will assume or continue their responsibilities when his/her presidential term commences.

1300.1.7 Committee Chair Considerations

- A. An individual can chair no more than one standing committee.
- B. Chair of standing committees shall be distributed according to regions and to practitioner, trainer, and administrative status, to the extent possible.
- C. Each committee chair will be responsible for no more than four (4) task forces.

1300.2 COMMITTEE PROCEDURES

1300.2.1 Purpose

Each committee shall have a stated purpose.

1300.2.2 Annual Goals and Objectives

The annual goals and objectives of each committee shall be consistent with the purposes of the Association and the five-year plan.

1300.2.3 Co-Chair

Unless otherwise specified, each committee will have a co-chair(s).

1300.2.4 Collaboration

Each committee will work cooperatively with other committees and the Officers and Executive Board member assigned as monitors.

1300.2.5 Committee Reports

Each committee will submit a written report prior to the annual general membership meeting and upon special request by the President.

1300.2.6 Polling

Any duly constituted committee seeking to poll the membership for data shall coordinate this through the Executive Board.

1300.3 ANNUAL COMMITTEE CHARGES AND BUDGETS

1300.3.2 Appointment of Committee Chairs

In June, the incoming President, in consultation with the outgoing President and other advisors, will appoint committee chairs.

1300.3.3 Anticipated Activities and Budget Requests

Each committee must submit a report of its anticipated activities for the upcoming year and its annual budget request to the President.

- A. Any activities requiring a line item in the committee budget must be prioritized in the report, since the activities will be reviewed by the Treasurer, President, and other fiscal advisors in light of Association goals/objectives and projected revenues in preparing the Association budget.
- B. The report from the committee chairs must be submitted to the President by July 31, prior to the school year to which the report applies.

1300.3.4 Committee Chair Appointments, Budget and Activities Approval by President

Following fiscal review, including the possible deletion of some activities as line items, the President will submit a budget proposal, list of committee chairs appointees, and a list

of proposed committee activities to Executive Board members prior to the first Executive Board meeting of the school year.

1300.3.5 Committee Chair Appointments, Budget and Activities Approval by Executive Board

At the first Executive Board meeting of the school year, the Board will discuss and take action on approval of the budget proposals, committee chair appointments and proposed committee activities.

- A. Approval by the Board would include support for the activities comprising the various line items.
- B. The final budget reflects line items rather than a listing of each activity.

CONVENTIONS AND WORKSHOPS COMMITTEE is responsible for encouraging and facilitating the continuing professional development of School Psychologists by organizing programs and coordinating all other aspects of conferences and workshops that are sponsored wholly, or in part, by the Association. The Committee consists of Co-Chairs appointed by the President and approved by the Executive Board. The Co-Chairs will select members. The Committee shall work with the Executive Board to develop themes, session topics, and lists of speakers for conferences and workshops. It will also work closely with the Area Representatives Committee to identify and address the training needs of School Psychologists that can be met through conferences and workshops, and with the Communications Committee to coordinate publicity for conferences and workshops.

ETHICS AND PROFESSIONAL PRACTICES COMMITTEE is responsible for developing and maintaining clear and public ethical standards for the practice of School Psychology in Washington State; encouraging adherence to these standards for the practice of School Psychology in Washington State; encouraging adherence to these standards among Association members and non-members, and among agencies and individuals who influence the practice of School Psychology; protect the rights and welfare of individuals served by School Psychologists in private and public settings; and encourage practice in a manner that inspires confidence and trust in School Psychologists as competent and caring professionals in the service of children, adolescents, and their families. The Committee consists of a chair appointed by the President, plus members selected by the chair and upon approval of the President and Executive Board. Members should represent the highest levels of professional practice, maintain a valid state ESA psychologist certificate, and have at least three years experience as the School Psychologist. The committee will meet at least twice annually. When dealing with sensitive or confidential information or issues, including complaints of misconduct, the meetings will be in closed session. Attendance at closed sessions is restricted to Committee members, and others as invited by the Chair.

The Committee will use the most recent, officially-adopted revision of the Association's Principles for Professional Ethics and the National Association of School Psychologists Professional Conduct Manual in defining ethical behavior. Activities include:

- A. Maintain and disseminate Association-endorsed standards for ethical and professional practice.
- B. Author opinions, clarifications, and reviews on issues of concern and interest as they relate to professional standards.
- C. Provide speakers and educational material on professional standards to state training programs for School Psychologists.
- D. Advise member and non-member School Psychologists, school administrators, the Office of the Superintendent of Public Instruction, and other individuals or agencies regarding standards of ethical practice.
- E. Investigate complaints of alleged ethical misconduct of Association members.

COMMUNICATIONS COMMITTEE shall be responsible for the development and dissemination of information about the profession of School Psychology and other information relating to the mental health and educational needs of children and youth. The Committee shall promote better acceptance and understanding of School Psychology, as a positive contributor to education by policy makers and consumers at all levels. Additionally, the Committee shall ensure an ongoing Association long-range plan reflecting the Association's purposes and mission, and that committee goals, objectives, and activities are in concert with that plan. The committee shall consist of the Chair appointed by the President, selected committee members, and the President. The Committee interacts with all committees and works closely with conference activities, the Executive Board, and Newsletter Editor.

THE RETENTION AND RECRUITMENT COMMITTEE will undertake activities designed to promote the highest standards for the profession to encourage School Psychologists currently practicing within Washington State to remain within the state and become Association members. The Committee will also undertake activities designed to attract new School Psychologists to the state and Association members. The Committee will also recognize members for outstanding efforts in membership development and recruitment. As a part of this effort, the committee will award the Minority Graduate Studies Scholarship. This scholarship was developed, adopted, and endorsed by the Association in an effort to demonstrate commitment toward a diversified professional membership. A diverse membership will significantly enhance the character and quality of our profession and increase the ability to meet the diverse needs of the students, teachers, and families we serve as a profession. As a result of this commitment, one scholarship per year in the amount of \$1,000 will be awarded to an outstanding ethnic minority student studying in the field of School Psychology. The award is intended to encourage entry into the profession within the state of Washington. The Committee shall consist of the Chair appointed by the President and members of the Association who indicate an interest in committee activities. The Committee coordinates with other Association committees, OSPI, and training institutions in promoting the field of School Psychology and conditions favorable for its growth.

ASSESSMENT AND REVIEW COMMITTEE is responsible for reviewing assessment practices of School Psychologists in Washington State and for making recommendations to the Executive Board. Assessment in this context is broadly defined to include all types of assessments, whether standardized or non-standardized, formal or informal. The Committee shall inform the Executive Board and general membership about issues related to assessment, best practices and new developments in assessment practices. The Committee will coordinate with the Office of Public Instruction regarding psycho-educational assessment practices in schools. The Committee shall consist of the Chair appointed by the President, and members of the Association who indicate an interest in committee activities. The Committee will work closely with the Ethics and Professional Practices Committee and Rapid Response Committee when appropriate.

AWARDS COMMITTEE is responsible for administering the Association's regular awards programs, as specified below:

- A. **Louisa Thompson Award:** This award is awarded to individuals to recognize outstanding service to the association. The President shall present the award to the finalist during the Association's annual meeting.
- B. **Best Practices Awards:** These awards may be given in the following categories:
Assessment, Intervention, Consultation, Education/Supervision, and Research/Program Evaluation. Individuals trained as School Psychologists and who are engaged in primarily in the practice of School Psychology in Washington State are eligible. Possession of the NCSP or state certification in School Psychology shall be evidence that a person has completed School Psychology training. The practice of School Psychology is considered to be the application of psychological knowledge to resolving school problems. School Psychologists who are primarily Involved in the training and supervision of School Psychologists are considered to be eligible for these awards.

Application information will be published in the Association's Newsletter. Nominees will submit applications documenting the practice of the Immediate Past President, who will send application with rating forms to the Area Representatives. Selection of finalists will depend on the degree to which the application describes recommended best practice or describes an innovative practice likely to be effective, and the degree to which the practice has overcome common barriers to effective practice. At the committee's discretion, additional documentation may be sought from supervisors and consumers, including telephone interviews and site visits. Applications, which include data documenting effectiveness, will be rated more highly than those that do not.

Acceptance of Best practices Award by a finalist obligates the finalist to give a presentation regarding the practice at the Association's Fall Conference. A paper presentation or a panel discussion may meet this obligation. The resident will present the award to the finalist at a public function during the annual meeting. The Association will pay the conference registration fee for the finalist and will pay the finalist the regular compensation for invited speakers.

- C. **School Psychologist of the Year Award:** This award may be awarded to a School Psychologist who demonstrates excellence across a broad range of domains, which may include assessment, intervention, consultation, education supervision research/evaluation, and advocacy for their clients, community, or profession. The nominee should have personal characteristics, which include high ethical standards, effective interpersonal skills, and a dedication to improving conditions for children, families, schools, and communities. Nominees will need to have been trained as School Psychologists and be primarily engage in the practice of School Psychology in Washington State during the year prior to receiving the award.

An announcement seeking nominations for School Psychologist of the Year will appear in the Association's Newsletter. School Psychologists may nominate themselves or others, and nominations will be sought from Area Representatives. Previous winners of Best Practice Awards will be considered. Nominations will include nominating statements, and at least three reference letters. Members of the selection committee may further interview nominees, nominators, and references at their discretion. Selection of the finalist will be by consensus of the committee, or by majority vote if consensus is not reached. The President will present the award to the finalist during a public function at the Association annual meeting. School Psychologist of the Year award winners will be considered by the President to be nominated for the National Association of School Psychologist School Psychologist of the Year Award. If the national award is active and providing the winner meets qualifying criteria for the NASP award.

- D. **School Psychology Services Award:** This is an award which may be given to Departments, schools, districts, clinics, hospitals, or other corporate entities, which exemplify effective School Psychology, practice in assessment intervention, consultation, education supervision, or research/evaluation. It is intended that the district/agency equivalent of the School Psychologist of the Year award, that is, a model of best practices delivered broadly by psychology departments to the school. The district/agency must employ individuals trained as School Psychologists, be involved in the delivery of psychological services in Washington state to children and families in educational settings, or the delivery of psychological services to school staff and administrators to resolve schooling-related problems.

Nominations will be requested through announcements appearing in the Association's Newsletter, and other newsletters at the award committee chair's discretion. Nominees must submit an application describing their program and the extent to which it engages in best practices in School Psychology with regard to assessment, intervention, consultation, education/supervision, and research/evaluation. Application containing effectiveness data will be considered more highly than those that do not. At the committee's discretion and with the permission of the nominee, School Psychologist employees or consumers may be interviewed or the site may be visited to aid the committee in determining the finalist. The President will present the award to the recipient at the public function at the Association's annual meeting. Acceptance of the award will carry the obligation of the district/agency to make a presentation at the Association's Fall Conference describing their program. The Association will pay the conference registration fee for the finalist and will pay the finalist the regular compensation for invited speakers.

The Committee shall include:

- a. Louisa Thompson Award: The selection committee shall include the immediate Past-President, President, and at least two previous Thompson Award winners. The committee shall make or consider submitted nomination, and shall select finalists by consensus or by majority vote if consensus is not possible.
- b. Best Practices: The selection committee for each award shall be chaired by the Immediate Past-President and shall consist of area representatives. Area Representatives will exclude themselves from rating nominee's from their own geographical area.
- c. School Psychologist of the Year: The selection committee shall consist of Officers of the Association and at least two former School Psychologists of the Year Award winners.
- d. School Psychology Services Award: The selection committee shall consist of Officers and Area Representatives.

AREA REPRESENTATIVES COMMITTEE shall consist of all the Area Representatives of the Association serving at the time. The committee will serve to coordinate activities, facilitate exchange of ideas for meetings and area newsletters. The Committee consists all Area Representatives and will select their own chair in cooperation with the President, who will then appoint the selected chair and co-chair. This committee will work closely with the President-Elect, the Treasurer and the Newsletter Editor in promoting and advertising area meetings for the members.

