



WASHINGTON STATE ASSOCIATION OF SCHOOL  
PSYCHOLOGISTS BYLAWS

Revised October 2022

Approved by the general membership February 2023

**Mission Statement:** Uniting School Psychologists to support all students through advocacy, leadership and professional development.

**Vision Statement:** School Psychologists are an integral and dynamic force in fostering student success.

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## GOALS

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

## 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 goals.

## ANNUAL GOALS

On an annual basis, each officer and committee chairperson of the Association will construct annual goals, which are in keeping with the Association's goals. These goals 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 Executive Board.

## MEMBERSHIP

### Classes of Membership

The Association shall consist of the following categories of membership:

A *regular* member is one who is:

Certified (Residency, Continuing, or Professional) as a School Psychologist; and is

- A. Currently functioning as a School Psychologist;
- B. Consultant or supervisor in psychological services; or
- C. Primarily engaged in training of School Psychologists at a college or university

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

All officers and area representatives shall be regular members of the Association, unless they have served as President previously or are retired in the profession.

A *first-year* member is one who is in their first year of practice as a School Psychologist. First-year members have full privileges as other regular members but pay reduced dues.

A *student* member is one who is either currently enrolled in a school psychology program or an undergraduate program. Student members have full privileges as other regular members but pay reduced dues as students.

A *retired* member is one who is 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.

An *affiliate* member is afforded to organizations, institutions, offices, and agencies involved in the delivery of psychological or educational services or materials. The affiliate organization will choose to appoint specific representatives to be the designated affiliate member. Affiliate members receive WSASP communication but do not have access to voting rights or reduced

professional development prices.

An *out-of-state* member is a practicing School Psychologist who lives and works outside of the state of Washington. An out-of-state member may access all services at the same dues rate as regular members. Out-of-state members are not eligible to serve as an officer for the Association. Out-of-state members are represented on the Executive Board by the Past President.

#### Membership Application Procedures

Annual membership runs July 1<sup>st</sup> – June 30<sup>th</sup> of each year.

An applicant will become a member upon payment of dues.

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.

#### Dues

Members shall pay dues according to their membership category.

Dues shall be established for each membership category upon recommendation of the Executive Board and a majority vote of the membership, conducted by ballot.

#### Severance of Membership

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 WSASP Ethics Committee is also grounds for disaffiliation by the WSASP Executive Board.

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.

#### ORGANIZATIONAL UNITS

Offices: Term of Office

President 1 year (July 1-June 30)

President-Elect 1 year (July 1-June 30)

Immediate Past-President 1 year (July 1-June 30)

Secretary 2 years (July 1-June 30)

Treasurer 2 years (July 1-June 30)

#### Executive Board

The Executive Board consists of the Association's President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Area Representatives and non-voting members: Committee Chairs, University Faculty Representatives, and Student Representatives.

The Committees of the Association shall be those specified below:

*Standing Committee*

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 and Procedures Manual. The President shall approve a committee nominated Chair for 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.

#### *Task Force*

A committee created by the Executive Board to fulfill tasks not identifiable as an assignment of a Standing Committee.

#### *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.

#### 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.

#### Bookkeeper

The Bookkeeper is employed by the Association and is responsible for carrying out the duties assigned as defined in the contract between the Association and Bookkeeper.

#### Webmaster

The Webmaster is employed by the Association and is responsible for carrying out the duties assigned as defined in the contract between the Association and Webmaster.

### POLICIES AND PROCEDURES

#### Policies/Procedures

Policies are the statements of overall directions necessary to implement the purpose of each organizational unit approved by the Executive Board. Procedures shall be developed for each policy and are the specific steps necessary to implement each policy.

#### 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.

#### Development and Revision

Each policy/procedure shall be developed and reviewed as needed by the responsible unit (officer, committee chair, area representatives) and reviewed annually, with any needed changes approved by the executive Executive Board.

### MEETINGS

### 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.

### Special Meetings

Special meetings may be held upon the call of the Executive Board.

### Rules of Order

The rules contained in the most recent revision of Robert's Rules of Order shall govern the Association in all cases to which they are applicable as decided upon by the Executive Board.

### Quorum

Executive Board – A quorum shall consist of fifty percent (50%) of Executive Board members.

General Membership Meeting – A quorum shall consist of twenty percent (20%) of the Association's membership.

### Proxies

Executive Board members who are unable to attend a meeting may assign their proxy vote to another Executive Board member and shall 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.

## FINANCES

### 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 the annual budget, not to exceed 10% of the amount of the previous year's annual budget.

### Expense 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).

### 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 Executive Board.

When traveling to any such meetings with full or partial support from the Association, the member will share that learning with the Association in some capacity. This may take the form of a conference presentation, a SCOPE article, leadership practices within the Executive Board, professional development within a WSASP committee, etc.

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 Executive 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.

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.

### General Procedures

#### *Reimbursement for Association Meetings*

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

#### *Reimbursement for Travel*

Specific reimbursement amounts and designated meetings will be determined by the Executive Board.

#### *Treasurer Vouchers*

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

#### *Budget Submission*

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

#### *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.

#### *Membership Counts*

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

### OFFICERS

The officers of the Association shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. Current members are eligible to self-nominate for the positions of Treasurer and Secretary. Candidates for President-Elect are nominated by Executive Board members. Candidates for President-Elect must have served as an Area Representative or Committee Chair for the past three consecutive years. All members in good standing may vote for officer positions.

In the event that an elected officer is unable to complete their term or serve part of their term, the Executive Board will appoint a replacement or arrange for the election of that position during the period of time that the elected officer cannot serve.

### President

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

The President serves as the major spokesperson for the Association, or delegates this role. Information concerning Association positions or issues should be channeled through the President.

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.

The President approves committee chairs, in compliance with organization policy and with the advice of the Executive Board and monitors committee activities.

If the Executive Board determines that an Area Representative is unable or unwilling to serve, the President will appoint a replacement or arrange for election.

#### President-Elect

The President-Elect assumes and performs the duties of the President, in the event of his/her absence or incapacity and succeeds the President at the end of the latter's term of office.

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.

The President-Elect assists the President in the development, supervision and evaluation of activities.

The President-Elect regularly consults with the President regarding organizational activities to help ensure the continuity and smooth operation between terms of office.

The President-Elect communicates with and coordinates Area Rep Activities for members and prospective members.

#### Immediate Past-President

The Immediate Past-President serves as counsel and advisor to the Executive Board and as Chair of the Elections Committee.

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.

The Immediate Past-President assists the President, as assigned, in the supervision of selected committee activities.

The Immediate Past-President regularly consults with the President regarding organizational activities to help ensure continuity and smooth transition between terms of office.

The Immediate Past-President is responsible for chairing the Awards Committee.



### Secretary

The Secretary shall keep and maintain records of all Executive Board meetings and forward approved Executive Board meeting minutes to be publicly posted on the Association website.

The Secretary is responsible for recording accurately the events and information at official meetings.

The Secretary reviews initiatives and directives from meeting to meeting and to alert responsible persons if charges and activities are in need of attention.

The Secretary will send a draft of the minutes of Executive Board meetings to the President promptly after the meeting.

The Secretary will update the policies and procedures following official decisions made at Executive Board meetings.

### Treasurer

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.

- A. The Treasurer serves on the Finance Committee.
- 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.

## EXECUTIVE BOARD

### 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 procedural issues may only be accomplished through balloting of all members.

### Structure

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

### 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.

### 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.

#### Polling of the Executive Board

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

#### Designation of Voters

Elected officers and area representatives have one (1) vote, and issues are decided by a simple majority vote. Each area has one vote.

#### Areas of Representation

The Executive Board shall designate geographical areas 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 ensure continuity, the Area Representative from even numbered areas or lettered areas B, D (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 (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.

#### Student Representatives

Student representatives to the Executive Board will be selected from the School Psychology training institutions on an annual basis as established by the Executive Board. They will serve for a term of one year and will represent each institution.

#### Faculty Representatives

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

#### NASP Delegate

The NASP Delegate will serve as a non-voting member of the WSASP Executive Board. WSASP will encourage active members or Executive Board members to seek nomination for the NASP Delegate position.

#### SCOPE Editor

The SCOPE Editor will serve as a non-voting member of the WSASP Executive Board to be informed of current Association activity and assist in communication to membership.

#### Clock Hour Chair

The Clock Hour Chair will serve as a non-voting member of the WSASP Executive Board.

#### Staff Members

WSASP staff members (Office Manager, Bookkeeper, Webmaster) may attend the Executive Board Meetings in their capacity as staff members but do not vote.

## AREA REPRESENTATIVES

### Purpose

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

### 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.

### Voting Power

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

### Executive Board Meeting Attendance

Each area must be represented at Executive Board Meetings, with either one or both co-representatives present, or an identified proxy for voting purposes as outlined above.

### Eligibility for Reimbursement

Area Representatives are eligible for travel reimbursement to Executive Board Meetings as determined by the Executive Board.

### 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's 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 membership promotion activities in their geographical area.
- J. Area Representatives must schedule at least one area meeting per year to provide

support and information to members.

- K. Area Representatives encourage members to participate in Association conferences, meetings, committees, and professional development activities.

## COMMITTEES

### Standing Committees

There shall be standing and other committees appointed to fulfill the function of the Association.

Standing committees shall be as follows:

- A. Assessment
- B. Awards
- C. Communications
- D. Elections
- E. Ethics and Professional Practices
- F. Finance
- G. Government and Public Relations
- H. Mental Health
- I. Professional Development
- J. Retention and Recruitment
- K. Social Justice Advocacy

### 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.

### Authorization of Committees

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

### Designated Committees

The President may appoint other committees.

### Committee Composition

All standing committees will include an Executive Board member. Committee Chairs shall strive to have committee membership representative of the regions and of the practitioner, trainer and administrator constituencies.

### Appointment of Committee Chairs

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

### Committee Chair Considerations

Chairs of standing committees shall be distributed according to regions and to practitioner, trainer, and administrative status, to the extent possible.

## COMMITTEE PROCEDURES

Purpose: Each committee shall have a stated purpose.

Annual Goals and Objectives: The annual goals and objectives of each committee shall be consistent with the purposes of the Association.

Co-Chair: Chairs may appoint a co-chair with executive Executive Board approval.

Collaboration: Each committee will work cooperatively with other committees and the Officers and Executive Board members.

Committee Reports: Each committee will submit a written annual goals document to the President prior to the annual general membership meeting and upon special request by the President. This work is planned at the summer retreat each year. Polling: Any duly constituted committee seeking to poll the membership for data shall coordinate this through the Executive Board.

## ANNUAL COMMITTEE CHARGES AND BUDGETS

Prior to, or during the Summer Executive Board Meeting, the Executive Board and Committee Chairs will report on their anticipated activities and review the current budget and request any changes to the budget or any line items to be deleted or changed. During the Summer Executive Board Meeting, the Executive Board will review the budget proposals in light of the Association's goals and vote to approve the budget. The final budget reflects line items rather than a listing of each activity.

## STANDING COMMITTEES DESCRIPTIONS:

### ASSESSMENT COMMITTEE

Responsible for reviewing assessment practices of School Psychologists in Washington State. 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 may coordinate with the Office of the Superintendent of Public Instruction regarding psycho-educational assessment practices in schools.

- A. The Committee shall consist of the Chair appointed by the President, and members of the Association who indicate an interest in committee activities.
- B. The Committee will work closely with the Ethics and Professional Practices Committee when writing position papers regarding best practices in assessment.
- C. The Committee will work closely with the Communication Committee to include information regarding assessment in WSASP publications.

### AWARDS COMMITTEE

Responsible for administering the Association's regular awards programs, as specified below. Application information will be published in the Association's Newsletter. The President will present the awards during a public function at the Association annual meeting.

#### *Louisa Thompson Award:*

This award recognizes individuals for outstanding service to the Association. The award was set up in honor of L. Thompson who was one of the primary persons in establishing WSASP. She held multiple leadership roles in school psychology and was recognized for her dynamic personality, extraordinary drive and determination from the beginning of her career in 1967 until her sudden

and unexpected death in 1982. She received the NASP Special Presidential Award in 1980, and in 1981 was named the WSASP Psychologist of the Year. The recipient must be a member of WSASP and one whose contributions, commitment, quality of service and accomplishments represent those of L. Thompson. This award contrasts with the School Psychologist of the Year Award in that it focuses on the boundless variety of the Association affairs rather than on direct services to children, teachers and parents. The selection committee shall include the Immediate Past-President, President and at least two previous Thompson Award winners or School Psychologist of the Year Award winners.

*Best Practices Awards:*

These awards may be given in the following categories: Assessment, Intervention, Consultation, Education/Supervision, Research and Evidence Based Practice, Mental Health Services, Leadership, Social Justice in Practice, and Early Career Professional Practices. Individuals trained as School Psychologists and who are engaged 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. Nominees will submit applications documenting the practice to the Awards Committee. 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.

*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 engaged 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. 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.

*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 to be 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.

*Outstanding Advocate:*

This award is given to an individual who has worked to make systemic changes in policies that govern the provision of educational and mental health services at the state, district or school level. In addition, this individual has worked to support the WSASP mission and vision statement. Individual nominees have so distinguished themselves by this service that clear evidence of improvement of educational and mental services for children can be readily documented. Outstanding Advocate award winners will be considered by the President to be nominated for the National Association of School Psychologist School GPR Certificate of Appreciation Award if the national award is active and providing the winner meets qualifying criteria for the NASP award.

COMMUNICATIONS COMMITTEE

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 the purposes, mission, and committee goals, objectives, and activities are in concert with the long-range plan.

- A. The Committee shall consist of the Chair approved by the President and selected committee members.
- B. The Committee interacts with all committees and works closely with conference activities, the Executive Board, and SCOPE Editor.

ELECTIONS COMMITTEE

Responsible for seeking nominees for office and managing the Executive Board elections. The Committee consists of the Past President as the chair plus members who share an interest in this work

ETHICS AND PROFESSIONAL PRACTICES COMMITTEE

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.

- A. 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 of experience as the School Psychologist.
- B. 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. Author opinions, clarifications, and reviews on issues of concern and interest as they relate to professional standards.
  - a. Provide speakers and educational material on professional standards to state training programs for School Psychologists.
  - b. 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.
  - c. Investigate complaints of alleged ethical misconduct of Association members.

#### FINANCE COMMITTEE

Responsible for the financial management of the Association. The treasurer prepares budget reports and reviews finances along with the President, Past-President, and President-Elect.

#### GOVERNMENT AND PUBLIC RELATIONS (GPR) COMMITTEE

Responsible for advocating for students and the field of School Psychology at the policy level both state and federal. The Committee will be familiar with public policy procedures and build working relationships with members of other organizations pertinent to the Association's goals, such as OSPI, WEA, fellow ESA state organizations, etc. The Committee consists of a chair appointed by the president, plus members who share an interest in this work. A co-chair may be appointed as well. It is recommended that the State liaison for NASP GPR be a member as well, but not required.

- A. The Committee will work closely with other committees as needed to achieve its goals.
- B. The Committee will work with the Executive Board to establish Association Priorities for GPR work and provide regular progress reports.

#### MENTAL HEALTH COMMITTEE

Responsible for the promotion and advancement of the role of School Psychologists as school based mental health and behavioral health providers. The committee works to support School Psychologists in their efforts by providing resources, sharing activities, and engaging with other committees to support policy changes.

#### PROFESSIONAL DEVELOPMENT COMMITTEE

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.



- A. The Committee consists of Co-Chairs appointed by the President and approved by the Executive Board. The Co-Chairs will select members.
- B. 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.

#### RETENTION AND RECRUITMENT COMMITTEE

Responsible for 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 Diversity 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, at minimum, one scholarship per year in the amount of \$1,000 will be awarded to an outstanding student of a diverse background studying in the field of School Psychology. The award is intended to encourage entry into the profession within the state of Washington.

#### Diversity Scholarship Eligibility:

To be considered for this scholarship, the candidate must:

1. Be a full-time or minimum half-time student from an underrepresented group
2. Be enrolled in a NASP-approved and/or regionally accredited school psychology program in Washington State, with the aim of becoming a practicing School Psychologist in Washington State
3. Be a WSASP student member
4. Be in good academic standing
5. Have a minimum cumulative overall GPA of 3.0
6. Complete the entire application including essay questions, and have 2 letters of recommendation

**IMPORTANT:** Doctoral candidates will not be considered for this award. Only those students enrolled in specialist level (or equivalent) school psychology training programs will be considered for this scholarship award.

#### SELECTION CRITERIA:

The documents requested will be reviewed by the Diversity Scholarship Program Selection Committee. In reaching their decision, the Selection Committee will consider the content and completeness of the application; the applicant's experience, interests and growth and letters of recommendation.

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.

#### SOCIAL JUSTICE ADVOCACY COMMITTEE

Responsible for advocating for social justice throughout all areas of the Association. This includes building and maintaining the capacity of other standing committees in their social justice work, and holding WSASP leadership and committees accountable to social justice values and goals. Additionally, the Social Justice Advocacy Committee promotes social justice advocacy as an essential component in the practice of school psychology, and by collaborating with other committees, it provides WSASP members with resources, guidance, state data, and opportunities to engage with others about social justice.