

# NEBRASKA SCHOOL PSYCHOLOGISTS ASSOCIATION CONSTITUTION

(Revised June 2022)

## Article I: Name

The name of the organization is the Nebraska School Psychologists Association (NSPA).

## Article II: Mission and Core Values

Empowering School Psychologists to Help Nebraska's Children Thrive!

The mission of the Nebraska School Psychologists Association is to advance the role of school psychologists and promote consistent, effective best practices to improve student outcomes in academics, behavior, and mental health.

### Core Values

- **Advocacy:** NSPA embraces and drives change.
- **Diversity & Social Justice:** NSPA demonstrates respect and dignity for all.
- **Integrity:** NSPA expects ethical behavior, honesty, and doing what's right.
- **Student-Centered:** NSPA recognizes that kids are awesome and deserve the best!
- **Passion and Determination:** NSPA encourages excellence and pride in our work.
- **Best Practice:** NSPA believes that evidence and data drive our decision-making.
- **Collaborative Partnerships:** NSPA partners with people who believe in student success.

## Article III: Membership: Categories and Responsibilities

The Association shall consist of three types of membership as defined in the Association By- Laws: a) Regular Members b) Affiliated Members c) Student Members

All members are expected to abide by federal, state, and local laws which pertain to the practice of school psychology, and to adhere to the ethical standards promoted by NASP and the American Psychological Association (APA). Members are also expected to demonstrate responsibility for updating their own professional competency by participating in college or university course work, in-service training, or other professional growth opportunities.

## Article IV: Elected Officers, Executive Board, Elections, Appointments & Committees

### Section 1: Elected Officers

The elected officers of the Association shall be: (1) President (2) President-Elect, (3) Past President, (4) Secretary, (5) Treasurer (6) NASP Delegate

These elected officers shall act as voting members of the Executive Board.

## **Section 2: Student Representatives**

Each of the three Nebraska University School Psychology training programs will elect one student representative to the NSPA Executive Board by a vote of the students enrolled in their programs. These three representatives will have one combined vote on the Executive Board.

## **Section 3: Executive Board**

The Executive Board will be composed of voting members (elected officers), committee chairs (appointed, non-voting positions), and student representatives.

## **Section 4: Election of Officers**

Candidates for elective offices shall be named by the Past-President and elected by a simple majority of the ballots cast electronically in the Spring. Prior to the election, members will receive an electronic announcement of the slate of candidates. Ties shall be broken by the President, who shall not vote otherwise.

## **Section 5: Committee Chair (Nonvoting) Appointments to the Board**

The President, with the approval of the voting members of the Executive Board, shall appoint the committee chairs who will serve as the nonvoting representatives. It is preferable to appoint one member for each role; however, co-chairs are acceptable. These representatives may serve in multiple roles as elected officials or in other appointed capacities.

## **Section 6: Term of Office**

One year terms will be held by the President, President-Elect, Past President, and student representatives. Two year terms will be held by the Secretary and Treasurer (with 3rd year of Onboarding duty). The NASP Delegate will have a three year term. The term of office shall be from July 1 to June 30, to coincide with the fiscal year of NASP. The Secretary, Treasurer, NASP Delegate, and student representatives may succeed themselves.

## **Section 7: Resignations and Vacancies**

Vacancies of elected officers on the Executive Board shall be appointed by the President and approved by the Executive Board. Any member so appointed shall serve until the term of the vacated office expires, unless elected to serve the next term. Following an appointment, an appointee shall be eligible to serve in any elected office for the full term. In the event of the absence of the President, the Past President shall assume such responsibilities. So long as the President is unable to fulfill his or her duties, the vacated seat on the Executive Board shall remain unfilled.

## **Article V: Meetings**

### **Section 1: Schedule and Notice**

There shall be at least three meetings of the Executive Board during the fiscal year. There shall be at least one meeting of the general membership during the fiscal year. The time, form, and location of these meetings shall be predetermined by the Executive Board. Meetings may be accomplished by electronic means, as deemed appropriate.

## **Section 2: Quorum**

- A. Executive Board: A quorum shall consist of one-half of the elected officials.
- B. General Membership: A quorum shall consist of 20% of the members in person, by proxy, by mail or electronic vote.

## **Article VI: Finances**

### **Section 1: Budget**

An annual budget shall be prepared by the Treasurer and approved by the Executive Board each fiscal year. Two executive board members will have access to the NSPA bank account.

### **Section 2: Membership Dues**

Dues shall be payable upon receipt of a membership application. The amount of dues shall be set by the Executive Board.

### **Section 3: Debt**

No member of this Association shall contract or in any other manner incur debt in the name of the Association without the proper authorization of the Executive Board.

## **Article VII: Parliamentary Authority**

The rules contained in *Robert's Rules of Order, Revised*, shall serve as a guideline to the Association in all cases to which they are applicable, so long as they are not inconsistent with the special rules of this Association, as interpreted by the Secretary.

## **Article VIII: Amendment of the Constitution**

- A. The Constitution of the Association shall be amended by a show of hands at a general meeting or by electronic vote.
- B. A two-thirds approval of those voting shall be required for an amendment to pass, provided that at least a quorum as set forth in Article V, Section 2:B have cast their ballots.
- C. In the event that votes do not represent a quorum, the Constitution and By-Laws Review Committee will present amendments to the Executive Board for approval by at least a two-thirds majority vote of the Board.
- D. Balloting must occur within thirty days of notification.
- E. An amendment, or amendments, may be proposed in writing by any member of the Association. Such proposals must be presented to the President prior to a regularly scheduled meeting.

## **Article IX: Effective Dates**

This Constitution and its proposed amendments shall become effective immediately after ratification.

## **Article X: Review of the Constitution and By-Laws**

The Constitution and By-Laws shall be examined by a committee appointed by the President and recommendations for change made as deemed appropriate by the Executive Board.

## **Article XI: Dissolution or Termination of the Organization**

Upon the dissolution of the organization, the executive board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of the payment of all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Council shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common of the county in which the principal office of the organizations is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which have organized and operated exclusively for such purposes.

# NEBRASKA SCHOOL PSYCHOLOGISTS ASSOCIATION BY-LAWS

(Revised June 2022)

**Article I: Name** (Refer to the Constitution)

**Article II: Purpose** (Refer to the Constitution)

**Article III: Membership**

**Section 1: Membership**

Membership shall be on an annual basis from July 1 to June 30 of the following year.

**A. Regular Member (Voting)**

- Certified as a school psychologist in Nebraska or
- licensed by the Nebraska State Board of Examiners of Psychologists and have had formal graduate training in school psychology equal to or greater than that of a certified school psychologist or
- core program faculty member in the UNO, UNL, or UNK school psychology programs.

**B. Affiliated Member (Nonvoting)**

- School psychologists in states other than Nebraska or
- persons with interests in school psychology who are not certified school psychologists or
- retired school psychologists.

**C. Student Member (Voting)**

Open to those accepted into and enrolled in a school psychology graduate program. Verification from program faculty may be requested.

**Section 2: Application and Approval**

The Treasurer (or an appointee) shall review applications for membership and request any necessary clarifying data.

**Section 3: Dues**

Dues will be determined annually by a vote of the Executive Board.

**Section 4: Termination of Membership**

- The membership year coincides with the fiscal year of July 1 to June 30. Until dues are paid, lapsed members will not be included on Association membership lists.
- Any member may be expelled from the Association by a vote of the Executive Board on the

recommendation of the Ethics Committee.

## **Article IV: Officers, Executive Board, Elections, Appointments, Committees**

### **Section 1: Job Descriptions for Voting Board Members**

#### **A. President**

- Voting member of the Executive Board
- Chairperson of the Executive Board
- Presides over all general membership meetings
- Oversees the Government and Public Relations Committee
- Association representative
- Appoints committee chairs with Board approval
- Maintains records of all formal correspondence
- Plans and co-presides over summer planning retreat with President-Elect
- Prepares summer letter to be sent to membership of previous fiscal year and all known certified school psychologists in Nebraska
- Appoints standing and Ad Hoc committee chairs as needed
- Appoints committee for review of the Constitution and By-Laws
- Appoints members to fill Executive Board vacancies with Board approval
- Participates in NASP regional training activities
- Co-facilitates (with President-Elect) development of annual goals in line with NSPA's strategic plan
- Prepares annual reports of goals and accomplishments
- Maintains operations manual and reviews with newly elected president

#### **B. President-Elect**

- Voting member of the Executive Board
- Determine theme of the Fall Conference with the Continuing Professional Development Committee which will occur during their term as President
- Plans and co-presides (with President) over the summer planning retreat

- Oversees the following committee: Continuing Professional Development
- Surveys membership as needed to identify Association priorities
- Communicates membership's priorities to Executive Board
- Prepares for Presidency
- Participates in NASP regional training activities, as determined by Executive Board
- Co-facilitates (with the President) development of annual Association goals in line with NSPA's strategic plan
- Brings nominations for committee chair appointments to the summer meeting for Executive Board approval
- Maintains operations manual and reviews with newly elected President-Elect.

### **C. Past President**

- Voting member of the Executive Board
- Responsible for soliciting new officers
- Oversees the University Connections & Ethics Committees
- Presides over the election process
- Chairs Association meetings in the absence of the President
- Assists with facilitation of Association meetings, upon request of President
- Assists with transition of incoming President
- Coordinates awards
- Nominates and submits application to NASP for National School Psychologist of the Year
- Member of the Continuing Professional Development Committee
- Maintains operations manual and reviews with new Past President

### **D. Secretary**

- Voting member of the Executive Board
- Prepares and distributes minutes of Association meetings
- Monitors application of *Robert's' Rules of Order - Revised*
- Oversees the Communications committee
- Maintains records of minutes, reports, and other items distributed during Executive Board

meetings Prepares and forwards personal communication as directed by the Executive Board (e.g. thank yous, congratulatory notes, etc.)

- Maintains operations manual and reviews with newly elected Secretary.
- Writes and sends out NSPA Now

#### **E. Treasurer**

- Voting member of the Executive Board
- Supplies fiscal year reports to Executive Board for budget preparation
- Prepares annual budget for Executive Board approval
- Prepares and distributes treasurer's reports at Executive Board meetings and as called upon at general meetings
- Oversees the Membership Committee
- Maintains thorough records of Association income and expenditures
- Revises record keeping systems as necessary
- Receives dues and membership applications
- Reviews and approves online membership applications
- Forwards membership applications for Association record keeping
- Maintains database and distributes current lists of members and nonmembers to newsletter editor, President, and other Board members as requested
- Receives conference registrations and fees
- Provides conference reports following scheduled conferences
- Maintains operations manual and reviews with newly elected Treasurer.

#### **F. NASP Delegate**

- Voting member of the Executive Board
- Oversees the Social Justice Committee
- Attends and represents Association in NASP activities (e.g., Leadership Assemblies and regional activities) and in communicating Association concerns to NASP
- Maintains close communication with NASP regarding issues, activities, events of interest to Association members
- Reports on NASP activities at Association meetings



- Recruits members for NASP
- Provides samples of NASP materials at Association meetings
- Provides information on national certification
- Maintains list of Nebraska NASP members
- Maintains operations manual and reviews with newly elected NASP Delegate.

### **G. Student Representatives**

- Voting members of the Executive Board
- Solicit and disseminate information to and from the three campuses of the University system
- A liaison between the students and the Association
- Recruit student membership to the Association
- Contribute to the newsletter
- Members of the Professional Development Committee
- Maintain operations manual.

## **Section 2: Standing Committees**

All committee chairpersons shall serve as non voting members of the Executive Board. The duties of the committees are described in the Operations Manual and are summarized here:

### **A. Standing Committees**

- Continuing Professional Development
- Membership
- Social Justice
- University Connections/Ethics
- Communications
- Government & Public Relations

### **B. Job Descriptions for Committee Chairs**

- The **Continuing Professional Development committee** is responsible for assessing members' training needs and assisting in the planning and preparation of the annual conference. This committee also provides CEU documentation for training activities and maintains NSPA's status as a NASP-approved CEU provider.

- The **Membership committee** develops and executes plans for membership recruitment and retention, handles questions and concerns regarding individual membership, and assesses member satisfaction.
- The **Social Justice committee** ensures that issues of social justice and diversity are represented in Board conversations, PD opportunities, and the overall work of NSPA.
- The purpose of the **University Connections/Ethics committee** is to facilitate communication between Nebraska training programs and NSPA and review and approve research requests to be sent out to NSPA membership. The University Connections committee chair also oversees Ethics. The committee maintains a copy of NASP and APA ethical standards, communicates ethical standards, best practice, as well as relevant state laws and regulations relating to professional practice, and offers consultation to the Executive Board as well as NSPA members on ethical practice.
- The **Communications committee** maintains the association website and social media sites, and solicits and organizes information for the website and social media. This committee is in charge of NSPA Now and the Newsletter.
- The **Government and Public Relations** committee facilitates legislative advocacy for the profession at the local, state, and federal levels.

**C. Appointment Terms:** Committee chairpersons shall be appointed by the President with Executive Board approval.

**D. Budget:** Each committee will prepare and submit a budget to the Executive Board.

### **Article V: General Duties of the Executive Board**

The Executive Board shall carry out the responsibilities assigned by the Association (organize meetings, conduct the business efficiently and effectively), and shall act for the Association in situations where time constraints prevent prior consultation with the membership (subject to review by the membership).

**Article VI: Meetings** (Refer to the Constitution)

### **Article VII: Finances**

#### **Section 1: Fiscal Year**

The fiscal year of the Association shall be from July 1 to June 30.

#### **Section 2: Financial Management**

The Executive Board will present a budget to the General Membership during the first half of the fiscal year. This budget and Association annual goals will guide expenditures. The treasurer will manage finances by receiving Association income, expending authorized payments, maintaining complete financial records, distributing written reports at all Executive Board meetings, and preparing a fiscal report by the first quarter of the fiscal year.

## **Article VIII: Parliamentary Authority**

### **Section 1: Parliamentarian**

The Association Secretary will serve as the monitor of parliamentary procedure according to *Robert's Rules of Order-Revised*.

### **Section 2: Executive Board Development**

All incoming Executive Board members will receive guidelines for the use of *Robert's Rules of Order-Revised*.

## **Article IX: Amendment of the Constitution** (Refer to the Constitution)

## **Article X: Effective Date** (Refer to the Constitution)