**NEBRASKA SCHOOL PSYCHOLOGISTS ASSOCIATION**

**CONSTITUTION**

(Revised March 4, 2016)

**Article I**

**Name**

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

**Article II**

**Purposes**

The purposes of the Association shall be to:

1. serve the mental health and educational needs of children and youth,
2. encourage and provide opportunities for the professional growth of Association

members and Nebraska school psychologists, in general,

1. inform the public about the services and practice of psychology in the schools,
2. advance the standards of the profession of school psychology, and
3. recognize, adhere to, and promote the *NASP Practice Model and Standards* (NASP, 2010)

**Article III**

**Membership: Categories and Responsibilities**

The Association shall consist of three types of membership as defined in the Association By-Laws:

1. Regular Members
2. Associate Members
3. 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**

**Officers, Executive Board, Elections, Appointments**

**Section 1: 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 officers shall act as voting members of the Executive Board. The elected positions of secretary and treasurer could be shared by two members if deemed appropriate by the President. In the case of a shared office position, the position will consult to act as one voting member 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 comprised of voting (elected officers), nonvoting members

(appointed positions), and student representatives.

**Section 4: Election of Officers**

Candidates for elective offices shall be named by the Nominating Committee and elected by a simple majority of the ballots cast electronically prior to the Spring Association meeting(s). 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: Nonvoting Appointments to the Board**

The President, with the approval of the voting members of the Executive Board, shall

appoint 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. 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**

1. Executive Board

A quorum shall consist of one-half of the elected officials.

1. 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 prior to July 1 of the next fiscal year. Two executive board members will have

access to the NSPA bank account. An annual internal financial audit will take place prior

to the Fall Executive Board meeting.

**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 *Robertʼs 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**

1. The Constitution of the Association shall be amended by a show of hands at a

general meeting or by electronic vote.

1. 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.

1. 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.

1. Balloting must occur within thirty days of notification.
2. 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 (Constitution and By-

Laws Review Committee) appointed by the President and recommendations for change

made at least every five years or as deemed appropriate by the Executive Board.

**NEBRASKA SCHOOL PSYCHOLOGISTS ASSOCIATION BY-LAWS**

(Revised January 12, 2013**)**

**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)**

1. Certified as a school psychologist in Nebraska or
2. 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

1. core program faculty member in the UNO, UNL, or UNK school psychology programs.

**B. Associate Member (Nonvoting)**

1. School psychologists in states other than Nebraska or
2. persons with interests in school psychology or
3. retired or non-practicing school psychologists.

**C. Student Member (Voting)**

Open to those accepted into and enrolled in a school psychology graduate program

with an advisor's signature.

**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**

1. 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.

1. 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**

**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 following committees: Advocacy, University Connections,

Ethics, and Technology

* Association representative
* Appoints nonvoting Executive Board Positions 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

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 pass down notebook and reviews with newly elected president.

**B. President-Elect**

* Voting member of the Executive Board
* Coordinates the Fall Conference with the convention 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 memberships to identify Association priorities for the year of his/her

Presidential term

* Communicates membershipʼs 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 pass down notebook and reviews with newly elected President-Elect.

**C. Past President**

* Voting member of the Executive Board
* Chairs Nominations Committee
* 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
* Chairs Awards Committee
* Nominates and submits application to NASP for National School Psychologist of the

Year

* Member of the Continuing Professional Development Committee
* Maintains pass down notebook and reviews with new Past President.

**D. Secretary**

* Voting member of the Executive Board
* Prepares and distributes minutes of Association meetings
* Monitors application of *Robertʼs' Rules of Order - Revised*
* Oversees the following committees: Newsletter and Advertising
* Maintains notebook 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 pass down notebook and reviews with newly elected Secretary.

**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

* Maintains thorough records of Association income and expenditures
* Revises record keeping systems as necessary
* Receives dues and 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 pass down notebook and reviews with newly elected Treasurer.

**F. NASP Delegate and Futures Chair**

* Voting member of the Executive Board
* Attends and represents Association in NASP activities (i.e. Delegate 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

* Oversees the following committee: Futures
* Reports on NASP activities at Association meetings
* Recruits members for NASP
* Maintains current NASP resource list (materials and personnel)
* Provides samples of NASP materials at Association meetings
* Provides information on national certification
* Maintains list of Nebraska NASP members
* Maintains pass down notebook and reviews with newly elected NASP Delegate.
* Serves as NASP Futures Chair

**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 a pass down notebook.

**Section 2: Job Descriptions for Nonvoting Board Members**

**A. Historian**

* Nonvoting member of the Executive Board
* Collects and documents historical data of Association (officers, terms, award

recipients, special events, photos, etc.)

* Other related duties as requested by the Executive Board
* Contributes to the newsletter
* Maintains pass down notebook.

**B. Newsletter Editor(s)**

* Nonvoting member(s) of the Executive Board
* Designs format for newsletters
* Determines annual publication schedule
* Solicits input for newsletter, coordinating with regional representatives
* Collects, edits, organizes and prints information for newsletter
* Maintains pass down notebook.

**C. Advocacy Liaison**

* Nonvoting member of the Executive Board
* Solicits information from the State Department (Education, Health, Social Services,

Public Institutions, Voc. Rehab., etc.), regarding issues, activities of significance for

Association

* Provides agency updates at Executive Board meetings
* Prepares reports on agency activities for the Association newsletter, upon request

of the Executive Board or editors

* Maintains current information regarding state legislative issues, regulations, and

policies which impact the delivery of school psychology services

* Reports in a timely fashion to the Executive Board, regarding relevant public policy

issues

* Prepares/delivers verbal and/or written statements to represent Association

positions on legal/policy/regulatory issues

* Submits updates on legislation/regulation/policy issues to Association newsletter
* Maintains pass down notebook.

**D. Committee Chairpersons** (Refer to By-Laws, Article XI)

**Article V**

**General Duties of the Executive Board**

The Executive Board shall carry out the responsibilities assigned them 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 *Robertʼs Rules of Order-Revised*.

**Section 2: Executive Board Development**

All incoming Executive Board members will receive guidelines for the use of *Robertʼs*

*Rules of Order-Revised*.

**Article IX**

**Amendment of the Constitution** (Refer to the Constitution)

**Article X**

**Effective Date** (Refer to the Constitution)

**Article XI**

**Committees**

**Section 1: Standing Committees**

The standing committees shall be:

1) Continuing Professional Development

2) Ethics

3) Advocacy

4) Nominations

5) University Connections

6) Technology

**A. Appointment Terms**

Committee chairpersons shall be appointed by the President with Executive Board

approval.

**B. Budget**

Each committee will prepare and submit a budget to the Executive Board at the

summer planning meeting.

**C. Standing Committee Responsibilities**

All standing committee chairpersons shall serve as nonvoting members of the

Executive Board. The duties of the Standing committees shall include, but not be

limited to:

1. **Continuing Professional Development**

* Coordinates annual training/resource needs assessment with President-Elect
* Assist in the planning and preparation of the annual convention and other

Association activities

* Develops professional development plan with Executive Board
* Submits proposed budget for implementation of professional development plan
* Coordinates training opportunities for general membership
* Oversees other professional development activities included in the committee's

plan

* Provides CEU documentation for training activities
* Provides assistance with national certification, coordinating with NASP delegate.

1. **Ethics**

* Maintains copies of NASP and APA ethical standards, as well as relevant state

laws and regulations/guidelines for practice

* Emphasizes ethical standards and best practices to general membership on

issues relating to professional ethics

* Offers recommendations to the Executive Board for handling issues of

questionable practice

* Upon request, consults with members on ethical practice.

1. **Advocacy Committee**

* Recruits, designates regional representatives
* Develops annual plan for membership recruitment/retention
* Develops budget for annual membership plan
* Submits plans, budget for Executive Board approval
* Oversees implementation of recruitment plan
* Handles questions, concerns regarding individual membership
* Assesses effectiveness of recruitment plans, membership satisfaction.
* Determines public relations needs on annual basis
* Develops annual plan for public relations
* Represents Association in public relations activities
* Submits budget for annual plan to Executive Board
* Oversees implementation of public relations plan
* Provides regular reports of public relations activities at Executive Board meetings
* Maintains written record of public relations activities, including effectiveness,

cost.

* Contributes to the newsletter

1. **Nominations** (Chaired by the Past-President)

* Requests nominations for offices
* Contacts all nominated candidates for offices
* Gathers biographical information on candidates for ballot
* Prepares ballot
* Ensures eligibility of candidates
* Distributes/collects/tabulates ballots via electronic voting
* Consults with President in the event of a tie
* Declares new officers, immediately informing all candidates and Executive Board

members

* Requests nominations for awards
* Copies all nominations and forwards to Ad Hoc selection committee
* Tallies Ad Hoc selection committee votes, declares award recipients to

committee and to source of nomination

* Organizes award presentations.

1. **University Connections**

* Maintains updated list of University contacts (faculty and graduate student

representatives from each institution)

* Keeps up-to-date records of University training and other activities relative to

school psychology

* Reviews and considers all research requests to survey the membership
* Facilitates communication among the school psychology training institutions
* Informs graduate students of Association activities, resources
* Informs Executive Board of ways Association may support graduate students.

1. **Technology Committee**

* Updates and maintains Association website
* Updates and maintains social media sites
* Assists Past President in setting up electronic voting
* Coordinates with Association President
* Designs format for website
* Solicits input for website, coordinating with regional representatives
* Collects, edits, and organizes information for the website
* Maintains a pass down notebook.