NEBRASKA SCHOOL PSYCHOLOGISTS ASSOCIATION CONSTITUTION
(Revised September 28, 2017)

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: 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
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.

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 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: 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  
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 September 28, 2017)

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

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: Membership, 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 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
- Coordinates the Fall Conference with the Continuing Professional Development Committee chair 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
- 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
- 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 following committee: Newsletter
- 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 operations manual 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
- 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
- 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: 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 operations manual.

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 operations manual.

C. Public Relations Liaison
• Nonvoting member(s) of the Executive Board
• Provides agency updates at Executive Board meetings
• 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
• Submits updates on legislation/regulation/policy issues to Association newsletter
• 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
• Maintains written record of public relations activities, including effectiveness, cost
• Maintains operations manual

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 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)

Article XI

Committees

Section 1: Standing Committees
The standing committees shall be:
  1. Continuing Professional Development
  2. Ethics
  3. Membership
  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.

C. Standing Committee Responsibilities
All standing committee chairpersons shall serve as nonvoting members of the Executive Board. The duties of the Standing committees are described in the Operations Manual and are summarized here:

1. Continuing Professional Development
   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.

2. Ethics
   It is the responsibility of the Ethics committee to maintain a copy of NASP and APA ethical standards, communicate ethical standards, best practice, as well as relevant state laws and regulations relating to professional practice, and offer consultation to the Executive Board as well as NSPA members on ethical practice.

3. Membership Committee
The Membership committee develops and executes plans for membership recruitment and retention, handles questions and concerns regarding individual membership, and assesses member satisfaction.

4. **Nominations** (Chaired by the Past-President)
The Nominations committee coordinates annual elections and awards.

5. **University Connections**
The purpose of the University Connections committee is to facilitate communication between Nebraska training programs and NSPA and review and approve research requests to be sent out to NSPA membership.

6. **Technology Committee**
The Technology committee maintains the Association website and social media sites, and solicits and organizes information for the website and social media.