



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

Association of School Psychologists of Pennsylvania Bylaws

Bylaws adopted August 1979
Bylaws revised September 1981
Bylaws revised September 1985
Bylaws revised July 1, 1989
Bylaws revised July 1, 1991
Bylaws revised July 1, 1997
Bylaws revised June 16, 2007
Bylaws revised June 11, 2022

Article I Name and Location

Section 1 - The name of this organization shall be the Association of School Psychologists of Pennsylvania.

Section 2 - The official acronym for this organization shall be ASPP.

Section 3 - ASPP is affiliated with the National Association of School Psychologists (NASP).

Article II Purpose and Limitations

Section 1 - The purposes of ASPP shall be to:

- promote actively and collectively the interests of school psychology in Pennsylvania,
- secure and promote the necessary conditions for the effective scientific, research-based practice of school psychology in Pennsylvania,
- facilitate local and regional communication and support among Pennsylvania's school psychologists,
- partner with related organizations, agencies, and others to work toward common goals,
- advance the professional and ethical standards for the scientific, research-based practice of school psychology in Pennsylvania,
- promote equity, diversity, and inclusion in serving the mental health and educational needs of all children and youth in Pennsylvania's schools.

Section 2 - ASPP shall be nonprofit, nonpartisan, and nonsectarian in its activities and endeavors. The officers of ASPP shall not be salaried.

Article III Membership

Section 1 - There shall be the following classes of membership in ASPP:



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

- Full Membership shall be available to certified school psychologists.
- Student Membership shall be available for an individual meeting the following criteria:
 - A student enrolled in a school psychology program as certified by his/her faculty advisor.
 - No student shall be eligible for student membership if employed as a school psychologist.
 - Student members shall have voting privileges in all ASPP matters but shall not be eligible to serve an elected office nor serve as committee chairs.
- Retired Membership shall be available to any current full member who has belonged to ASPP for ten (10) consecutive years and is retired from his/her primary employment. Retired members shall have voting privileges in ASPP matters but shall not be eligible to serve in an elected office nor serve as committee chairs.
- Honorary Membership shall be extended by the ASPP Executive Board to acknowledge persons for their services to ASPP or for their efforts in promoting school psychology in Pennsylvania. Honorary members shall be exempt from dues and only those previously being full members of ASPP shall have voting privileges.
- Associate Membership shall be available to those who do not meet the eligibility requirements of any of the conventional membership categories mentioned above but who has a strong affiliation to school psychology, supports the work of the profession, and wishes to convey that affiliation and support through membership in the Association. Associate members shall not have voting privilege.

Section 2 - Application for membership in ASPP shall be made to the Membership Committee, which shall review applications and shall notify applicants of the action taken.

Section 3 - Once accepted as a member of ASPP, yearly payment of dues will establish membership for that year. Revocation of membership shall be automatic upon nonpayment of dues for six (6) months (January 1). The ASPP membership year runs from July 1 to June 30.

Section 4 - Membership may be revoked from individuals for due cause by the Executive Board. A two-thirds vote of the Executive Board shall be required for removal.

Article IV Meetings

There shall be quarterly meetings of the board at times and locations determined by the Executive Board.

Article V Officers

Section 1 - The Officers shall be President, President-Elect, Secretary, Treasurer,



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

Treasurer-Elect, and Immediate Past President. All persons elected as officers shall automatically be part of the Executive Board for a term concurrent with their respective terms of office.

- A. The President exercises, but is not limited to, the following powers. The President serves as the major spokesperson for the Association and represents its positions. The President serves as chairperson of the Executive Board. The President oversees the activities of committees and task forces in all program areas.
- B. In the President's absence, the President-Elect serves as chairperson of the Executive Board. The President-Elect works closely with the President and committees and supports activities.
- C. The Secretary is responsible for ensuring the accurate recording of the proceedings of the Executive Board, for maintaining all official records, and for ensuring that policies and procedures are kept implemented. The Secretary reviews initiatives from meeting to meeting to determine if charges and activities were completed. The Treasurer performs an advisory role to the President and the Executive Board on fiscal matters and in the development of the budget. The Treasurer is responsible for overseeing that all Association assets are managed in accordance with established financial policies and procedures. The Treasurer supervises the annual audit of the Association.
- D. The Treasurer Elect will support the Treasurer on fiscal matters and in development of the budget.
- E. In the absence of the President and the President-Elect, the Immediate Past President serves as chairperson of the Executive Board. The Immediate Past President is the chairperson of the nominations and election committee and also leads the School Psychology of the Year award nominations.

Section 2 - Officers shall be elected by the membership in accordance with procedures approved by the Executive Board.

Section 3 - Terms of Office

- A. The President, President-Elect, and Immediate Past President shall each serve a 1-year term. The President-Elect shall automatically serve successive 1-year terms as President-Elect, President, and Immediate Past President.
- B. The Secretary, Treasurer, and Treasurer-Elect shall each serve 3-year terms. The Secretary shall be elected the year following the election of the Treasurer.
- C. Officers shall not succeed themselves.

Article VI Executive Board

Section 1 - The Executive Board shall consist of six (6) Executive Officers, the six (6) Regional Delegates, an Educator Delegate, a Student Delegate, the Pennsylvania NASP Delegate, chairpersons of the ASPP Standing Committees, and liaisons approved by the board. All



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

members of the Executive Board are voting members with the exception of liaisons. The Executive Board shall implement the strategic priorities, set business and operational policies and procedures, have fiduciary and operational oversight, and facilitate implementation of the Association's strategic plan.

Section 2 - The Executive Board shall meet at least four times each year. The President, President-Elect, Past President, or voting Executive Board members may call additional Executive Board meetings when they believe such meetings are necessary.

Section 3 - A majority of the voting members of the Executive Board shall constitute a quorum.

Section 4 - The President shall be a nonvoting member of the Executive Board, except in the case of a tie, in which case the President will cast the deciding vote.

Article VII Elected Regional Delegates

Section 1 - Six Regional Delegates shall be elected from each of six (6) regions defined below:

- a. Northwestern region, comprising Intermediate Units 4 through 6, 27 and 28.
- b. Southwestern region, comprising Intermediate Units 1 through 3, 7 and 8.
- c. North Central region, comprising Intermediate Units 9, 10, 16 and 17.
- d. South Central region, comprising Intermediate Units 11 through 13 and 15.
- e. Northeastern region, comprising Intermediate Units 14, 18 through 21 and 29.
- f. Southeastern region, comprising Intermediate Units 22 through 26.

Section 2 - Regional Delegates shall be elected to a two year term by the ASPP voting members residing or working within the six regional geographical regions. The Northern Delegates shall be elected to a two year term on even numbered years. The Southern Delegates shall be elected to a two year term on odd numbered years.

Section 3 - As members of the Board of Directors, Regional Delegates serve as a resource for members within their region by facilitating communication regarding essential Association information, policies, and practices, as well as coordinating activities and meetings that promote Association goals. Regional Delegates are to serve as a member of one of the standing committees.

Article VIII Appointed Delegates and Liaisons

Section 1 - An Educator Delegate with primary employment as an educator of school psychologists in a Pennsylvania school psychology training program shall be appointed by the President of ASPP to a two year term. This appointment will be made on odd numbered years.



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

This appointment may be rotated among the Pennsylvania institutions offering training in school psychology.

Section 2 - A Student Delegate, who is an ASPP student member, will be appointed by the Educator Delegate for a two year term. This appointment will be made on odd numbered years.

Section 3 - The Pennsylvania NASP Delegate will serve on the Executive Board and will be elected in accordance with the election process of NASP.

Section 4 - Liaisons are authorized by the Executive Board to facilitate the exchange of information between another professional group and the Association. The other professional group will by definition share with the Association common interests in the profession of school psychology. Liaisons shall be designated for, but not limited to, the School Psychology Board of the Pennsylvania Psychological Association (PPA) and PSEA's School Psychologists Section of the Department of Pupil Services.

Section 5 - Ex Officio status may be granted by the ASPP Board to an individual who is appointed or employed to serve in an advisory capacity. Ex Officio members do not have voting privileges on the Board and need not be members of ASPP.

Article IX Vacancies and Removal of Elected and Appointed Leaders

Section 1 - In the event that the President shall not serve out the full term for any reason, the President-Elect shall succeed to the unexpired term and continue as President the following year. If the President-Elect is unable to succeed to the Presidency, both a President and a President-Elect shall be elected by the membership at the time of the next election.

Section 2 - The Executive Board, by a majority vote, shall fill any vacancy in an elected unexpired term of office, except for the office of President-Elect. Vacancies in an unexpired term of Delegate shall be filled by a majority vote of the Delegates of that region. Any member so chosen shall serve until the term of the vacated office has expired and a successor is elected.

Section 3 - Officers and Delegates may be removed from their elected posts for due cause by the Executive Board. A two-thirds vote of the Executive Board shall be required for removal.

Section 4 - Appointed leaders may be removed from their positions for due cause by the Executive Board. A two-thirds vote of the Executive Board shall be required for removal.

Article X Committees, Subcommittees, and Task Forces

Section 1 - The work of the Association will be conducted by committees, subcommittees, and



Association of School Psychologists of Pennsylvania

Promoting best practices in school psychology

task forces, based on the strategic priorities established by the Executive Board. The definitions of a committee, subcommittee, or task force are as follows:

- *Committee*: A committee is a standing group with functions critical to the ongoing, long-term functioning of the organization, with clearly identified activities consistent with the priorities of the ASPP strategic plan. Committees respond to the ongoing needs of the field/ASPP. Chairs of committees are voting members of the Executive Board.
- *Subcommittee*: A subcommittee refers to a smaller group within a committee designed to fulfill a specific or specialized function as part of the overall mission of the committee. Subcommittees may have appointed leaders, although subcommittee leaders do not have a vote on the Executive Board.
- *Task Force*: In contrast to a committee, a task force is a time-limited group appointed for no longer than 1 year. The creation of a task force is recommended by the President or President-Elect to the Executive Board to complete a specific and defined task with a generally narrow scope of objectives that does not otherwise fall under the auspices of an existing committee. The task force will disband upon completion of the assigned objectives. Task forces are created on an as-needed basis and the chairs do not have a vote on the Executive Board. If a task force is to continue for longer than 1 year, the President or President-Elect shall recommend to the Executive Board that a Task Force shall be reappointed for a period of not longer than 1 additional year.

Section 2 - Each year the President-Elect, with the approval of the Executive Board shall establish committees and appoint chairs that support program area activities as well as the current needs and strategic goals of the Association.

Section 3 - Committee chairs are appointed by the President-Elect and will assume or continue their duties throughout the President's term of office. Elected members of the Executive Board may not serve as committee chairs.

Section 4 - The President shall be Ex Officio members of all committees, and task forces.

Section 5 - The President may appoint task forces with the advice of the Executive Board and subject to the approval of the Officers.

Article XI Finances

Section 1 - The Executive Board shall adopt an annual balanced budget that reflects the strategic plan of the Association. The fiscal year shall be determined by the Executive Board and shall coincide with the elective year for officers and Delegates, to the extent permitted by law.

Section 2 - The Executive Board shall establish authorization procedures for disbursement of



funds.

Section 3 - No member shall contract, or cause to be in the name of the Association, any debt without the specific and proper authorization of the Executive Board.

Section 4 - The Executive Board shall establish authorization procedures for disbursement of funds.

Section 5 - Examination of Records

The Executive Board shall ensure the conduct of an annual independent financial audit by a Certified Public Accountant.

Article XII Parliamentary Authority

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 and in which they are consistent with the Operations Handbook or the special rules of the Association.

Article XIII Indemnification

To the maximum extent allowable under Pennsylvania law, the Executive Board is authorized to indemnify and reimburse, at corporate expense, a person made party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative, except in an action by or in the right of the Association, by reason of the fact that the person is or was a Director, officer, elected or appointed volunteer, or employee of the Association, actually and reasonably incurred by the person in connection with the defense or reasonable settlement of any such action, suit, or proceeding or any appeal therein, provided that the Executive Board determines that such person has acted in good faith and in a manner that said person reasonably believed to be in or not opposed to the best interests of the Association and, with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful, and except in relation to matters as to which the person, or such person whose legal representative or successor the person is, is finally adjudged in any such action, suit, or proceeding, to be liable for negligence or misconduct in the performance of duties to the Association.

Article XIV Amendments

The Bylaws may be amended by a two-thirds vote of the ASPP Members in good standing.

Article XV Operations Handbook

An Operations Handbook shall be established. The Operations Handbook shall include the Association's policies and procedures established by the Executive Board.

Article XVI Special Voting



**Association of School
Psychologists of Pennsylvania**

Promoting best practices in school psychology

Section 1 - To the extent permitted by law, the members of the Executive Board may participate in any meeting by conference telephone call or videoconference with the video/conference call constituting presence in person at the meeting. The President may request action by the Executive Board between its regularly scheduled meetings by electronic ballot or telephone vote. Action taken by electronic ballot or telephone vote by a majority of all voting members of the Executive Board shall constitute a ballot action and shall be reported at the next meeting of the Executive Board.

Section 2 - There shall be no proxy voting at any Executive Board or other Association meeting.

Article XVII Dissolution

Section 1 - No part of the assets or net earnings of the Association shall be distributed to or shall incur to the benefit of any individual, provided, however, that payment of reasonable compensation for service rendered and expenses incurred may be made. The Association is intended to have perpetual existence, but in the event of termination or liquidation, or abandonment of its purpose, the assets shall be applied and distributed as follows.

Section 2 - All liabilities and obligations of the Association shall be paid, satisfied, and distributed, or adequate provision shall be made thereof. The remaining assets shall be transferred or conveyed only to an organization which shall have been organized and operates exclusively for charitable, scientific, literary, or educational purposes, and shall be exempt from taxation under Section 501(c) of the Internal Revenue Code, as amended.

Article XVIII Effective Date

Adopted by the Executive Board on June 11, 2022.