

**BYLAWS
of the
OKLAHOMA SCHOOL
PSYCHOLOGICAL ASSOCIATION**

Revised 2001

Revised 2004

Revised 2006

Revised 2012

Revised 2015

ARTICLE I: DEFINITION OF KEY TERMS

The definition of Constitution, Bylaws, Association and Organization are the same as stated in the Constitution.

ARTICLE II: NAME

The name of this organization shall be the Oklahoma School Psychological Association as stipulated in the Constitution.

ARTICLE III: MISSION AND CORE VALUES

The Mission and Core Values are the same as stated in the Constitution.

As a part of our mission, vision, and strategic goals, OSPA formally recognizes the NASP Practice Model (2010) to guide and inform professional practice, organizational operations, professional development, training, and advocacy to promote the connection between our training, standards and our actual practice towards members, students, and the communities we serve.

ARTICLE IV: LIMITATIONS AND DISSOLUTION

The limitations of the organization and the procedures to be followed in the event of dissolution are as stipulated in the Constitution.

ARTICLE V: MEMBERSHIP

Section 1: Membership

- a. Membership Categories
 1. A Regular Member is one who is:
 - a. currently functioning as a credentialed school psychologist; or
 - b. trained as a school psychologist, but currently functioning as a consultant or supervisor of psychological services; or
 - c. primarily engaged in training of school psychologists at a college or university; or
 - d. certified by the State as a school psychologist.
 2. An Honorary Member is one who, in the opinion of a majority of the Executive Board, has made significant contributions to the field of school psychology.
 3. A Student Member is one who is actively engaged one-half time or more (minimum six semester hours or its equivalent per semester), or who is completing internship requirements (a minimum of three semester hours plus internship placement) in a program leading to certification as a school psychologist or to an advanced degree in school psychology. Students enrolled in any undergraduate degree program may become

student members at the student member dues rate. Student Member status requires annual verification of student status and is not granted to any person employed full time in the profession (as defined by Regular Member status).

4. An Associate Member is one who is trained or employed in a closely related field or profession but does not meet the requirements for Regular Membership.
- b. Only Regular Members shall have the right to vote and to hold elected office.
- c. Verification of student status must accompany application for membership. Such verification could be any one of the following:
 1. Written verification from the dean, university advisor, or department head;
- d. Members shall pay dues according to their membership status. Dues shall be established for each membership category upon recommendation of the Communications Committee and Operations Committee and approval of a majority of the voting members of the Executive Board
- e. Member benefits include receiving newsletters, reduced rates on Association conferences and workshops, access to the website and online materials, and opportunities to participate in activities of the Organization.

Section 2: Dues

- a. Members shall pay dues in accordance with procedures outlined in the Operations Handbook.
- b. Payment will be due by October 1 of each year and expire on September 30 of each year.

Section 3: Severance of Membership

- a. Members shall receive a Membership Renewal Notice no later than September 1st, 30 days before Membership Dues are owed. Members shall be dropped from active membership status after October 1st until such time as dues are paid.
- b. A member may be permanently expelled from the Association for violation of the written NASP Code of Ethics and Standards or for unprofessional conduct. Expulsion may be recommended by the Professional Advocacy committee and confirmed by a two-thirds vote of the Executive Board. A quorum of the Executive Board shall consist of seven of the ten voting members. Members shall be protected by the right of appeal in accordance with the Association's adjudicatory procedures as outlined in the Operations Handbook.

ARTICLE VI: OFFICERS AND REGIONAL REPRESENTATIVES

Section 1: Offices

- a. The officers of the Association shall be the President, the President-Elect, the Past President, Secretary, Treasurer, and Treasurer-Elect, and NASP Delegate.
- b. One Representative shall be elected from each of the following geographical regions of the state: Central, Western, and Eastern. The counties making up each region shall be listed in the Operations Handbook.

Section 2: Qualifications for Holding Office

Only Regular Members shall hold office.

Section 3: Terms of Office

- a. The term of elected Officers and Regional Representatives shall be one year.

- b. The President-Elect shall serve successive one-year terms as President-Elect, President and Immediate Past President. The Treasurer-Elect shall serve successive one-year terms as Treasurer-Elect and Treasurer.
- c. All officers shall take office and become voting members of the Executive Board on July 1.
- d. No person may serve in the same position for more than two consecutive elected terms. (except at the discretion of the President and President-Elect).

Section 4: Filling of Vacancies

In the event that elected Officers or Regional Representatives shall not serve out their fill term, the following shall occur:

- 1. A vacancy in the office of President shall be filled by automatic succession of the President-Elect;
- 2. A vacancy in the office of President shall be filled by the Executive Board.
- 3. A vacancy in any of the offices, except for President, shall be filled by majority vote of the Executive Board upon recommendation by the President. The term of office shall be until the term of the vacated office has expired and a successor duly elected.

Section 5: Elections

- a. Officers and Regional Representatives shall be elected by a majority of the Regular Members responding/ returning mail and/ or electronic ballots. A tie shall be resolved by paper and/or electronic ballot of the Executive Board.
- b. The election process shall be completed no later than the first day of June of each year.
- c. Procedures for nomination and election shall be approved by the Executive Board and published in the Operations Handbook.

Section 6: Duties of Officers and Regional Representatives

- a. The President shall:
 - 1. Be responsible for the convening and conducting of regular and special meetings of the Association and of the Executive Board.
 - 2. Function as the official representative of the Oklahoma School Psychological Association.
 - 3. Be a member of the Communications, Operations, Professional Advocacy, and Professional Development Committees.
 - 4. Assume other duties as defined in the Association's Operations Handbook.
- b. The President-Elect shall:
 - 1. Assume the duties of the President when the President is not available.
 - 2. Assist the President in carrying out the duties of the Presidency.
 - 3. Be a member of the Professional Development and Operations Committees.
 - 4. Assume other duties as defined in the Operations Handbook.
- c. The Secretary shall:
 - 1. Maintain a written record of the minutes of each meeting of the Executive Board and official business meetings of the Association
 - 2. Work with the Officers and Executive Board members in the dissemination of information.
 - 3. Be a member of the Communications and Operations Committees.
 - 4. Assume other duties as defined in the Operations Handbook.
- d. The Treasurer shall:
 - 1. Be responsible for the collection of dues and disbursement of funds.

2. Maintain records of financial transactions and financial status of the Association and assist the Operations Committee in a yearly financial audit.
 3. Be a member of the Professional Development and Operations Committees.
 4. Assume other functions as defined in the Operations Handbook.
- e. The Treasurer-Elect shall:
1. Be responsible for activities designated by the Treasurer as assisting functions.
 2. Become familiar with the financial system of the Organization.
 3. Be a member of the Professional Development and Operations Committees.
- f. The Immediate Past President shall:
1. Function as Advisor to the Officers and Executive Board.
 2. Assist the President, as assigned, in working with committees and implementing Association activities.
 3. Be a member of the Professional Development and Operations Committees
 4. Assume other functions as defined in the Operations Handbook.
- g. The Regional Representatives shall:
1. Make recommendations to the Executive Board in matters concerning the professional needs and opinions of the members in his or her geographical region of the State.
 2. Provide information regarding the activities of the Association to members and interested professionals within the region.
 3. Be a member of the Communications Committees and one other Committee.
 4. Assume other functions as defined in the Operations Handbook.
- h. The state NASP Delegate shall:
1. Function as the official representative of the Oklahoma School Psychological Association to the National Association of School Psychologists (NASP).
 2. Make recommendations to the Executive Board in matters concerning the activities, professional needs, and opinions of NASP.
 3. Be a member of the Professional Advocacy and Professional Development Committees.
 4. Assume other functions as defined in the Operations Handbook.

Section 7: Impeachment of Officers and Regional Representatives

All elected officers may be removed from office by two-thirds vote of the voting membership in accordance with procedures outlined in the Operations & Handbook.

ARTICLE VII: GOVERNMENT

Section 1: Bylaws

- a. The Association shall be governed by policies, rules, and guidelines set forth in these Bylaws.
- b. Amendments to the bylaws may be submitted in writing to the Executive Board.
- c. An amendment shall be approved by seven of ten votes of the Executive Board.

Section 2: The Executive Board

- a. The Executive Board shall:
 1. Be responsible for the management of the Association.
 2. Approve all expenditures from the general fund.
 3. Report transactions of the Board to the membership.
 4. Act on reports of committees
 5. Formulate and propose recommendations to the membership.
- b. Voting members of the Executive Board shall be the elected Officers and Regional Representatives and the state NASP Delegate.

- c. Additional non-voting members of the Executive Board may include, but not be limited to, a Parliamentarian, Liaison to the State Department of Education, ~~a~~one or more University Representative(s), ~~a~~one or more Student Representative(s), a SPAN Coordinator, and the Chairpersons of Standing and Ad Hoc committees as appointed by the President and approved by a seven of ten of the Executive Board Members.

Section 3: Committees

- a. Standing Committees shall:
1. Be established to implement the on-going purposes and needs of the Association.
 2. Include, but not be limited to, the following:
 - a. Communications
 - b. Professional Advocacy
 - c. Professional Development
 - d. Operations
 3. Perform duties and responsibilities as assigned by the Executive Board and described in the Operations Handbook.
 4. Be assigned an Officer, Regional Representative, or Member as Chairperson or ex officio member to advise and facilitate the functions of the committee,
 5. Be subject to addition, deletion, or change by a seven of ten vote of the Executive Board.
 6. Serve for the term of the President unless otherwise determined by the Executive Board.
- b. Ad Hoc Committees and Task Forces shall:
1. Be created by the Executive Board for a specified purpose.
 2. Perform duties as assigned by the Executive Board. The duration of the committee or task force shall be determined by the Executive Board for a period of time not to exceed three years.
- c. Chairpersons shall be appointed by the President-Elect and will assume or continue their duties when the President-Elect takes the President's position and will continue throughout the President's term of office.
- d. The President shall be an ex officio member of all committees.

Section 4: Operations Handbook

- a. An Operations Handbook shall outline detailed procedures for carrying out the goals and objectives of the Organization.
- b. The Constitution, Bylaws, and Operations Handbook committee shall review the Handbook and revise/ update the operational procedures as needed.

ARTICLE VIII MEETINGS

Section 1: General Membership

- a. An annual business meeting shall be held in the spring of each year at such time and place as determined by the Executive Board.
- b. Special meetings may be called by the Executive Board or by written petition of 20 members of the Association.
- c. A minimum of 30 days notice shall be required for all meetings.
- d. A quorum shall be as stipulated in the Constitution.

Section 2: Executive Board and Committees

- a. The Executive Board shall meet at least four times each year.
- b. Additional Board meetings may be called by the President or by three voting members.
- c. A quorum shall consist of five (5) voting members.
- d. Committee meetings shall be called as needed by their respective Chairpersons. A quorum shall

- be determined by the Chairperson.
- c. Exception: See Article V: Section III Severance of Membership.

ARTICLE IX: FINANCES

Section 1: Dues

Procedures for determining the amount and the payment of dues shall be outlined in the Operations Handbook in accordance with the Constitution.

Section 2: Budget and Fiscal Year

- a. The Executive Board, upon recommendation of the Committee, shall prepare a proposed annual budget to be approved by the general membership at the annual business meeting.
- b. Development of the budget shall be based on the annual Goals, Objectives, and Action Plans in accordance with the Strategic Plan.
- c. The Fiscal Year shall be July 1 through June 30. The elective year for Officers and Regional Representatives shall coincide with the Fiscal Year.

Section 3: Expenditures

- a. All accounts payable, being duly approved by the Treasurer, or in his or her absence by the President, shall be paid by voucher.
- b. The authority of chairpersons and officers to arrange financial commitments shall be restricted to the activities of their offices and the duly approved budget.
- c. Executive Board Members shall be reimbursed for expenses in connection with Executive Board meetings at a rate recommended by the Committee and approved by the Executive Board. There will be no reimbursement for meetings held in connection with a conference or the annual meeting.

Sections 4, 5, 6: Debt, Examination of Records, Salaried Personnel

Same as in Constitution, Article IX: Sections 4, 5, and 6.

ARTICLE X: PARLIAMENTARY AUTHORITY

Same as in Constitution, Article X

ARTICLE XI: AMENDMENT OF THE CONSTITUTION

Section 1: Proposed Amendments

- a. Any member may submit proposed Amendments in writing to the Executive Board.
- b. The Executive Board shall, by a majority vote, submit the proposed amendment to the membership by means of a paper and/or electronic ballot.

Section 2: Ballot

- a. A two-thirds vote of those responding/ returning paper and/or electronic ballots shall be required for an Amendment to pass.
- b. Paper and/ or electronic ballots must be returned within thirty (30) days.

ARTICLE XII: EFFECTIVE DATE

These Bylaws shall become effective immediately upon ratification by a majority of the Executive Board voting by paper and/or electronic ballot. These Bylaws shall supersede all previous Bylaws.