

# **Maryland School Psychologists' Association CONSTITUTION**

## **ARTICLE I - NAME**

The name of the organization shall be the Maryland School Psychologists' Association.

## **ARTICLE II - PURPOSE**

The purpose of the Maryland School Psychologists' Association shall be:

- a. to promote and advocate for best practices in school psychology to improve learning, behavior, and mental health for all students, families, and schools;
- b. to sponsor and promote studies and continuing professional development activities in the field of school psychology;
- c. to stimulate identification and communication of topics of mutual interest among psychologists working in schools, to support such efforts made by local groups of school psychologists;
- d. and, to advocate for legislation pursuant to the above purposes.

## **ARTICLE III – MEMBERSHIP**

All members of the Association are expected to maintain ethical standards of professional conduct as set forth by the Association.

Eligible persons may become members of the Association upon fulfilling the requirements established in the membership policy and handbook.

Dues will be set by the Executive Board. Dues are payable to the Treasurer by the first day of the fiscal year.

The fiscal year shall be July 1 – June 30.

Termination of membership shall be for any of the following:

- a. nonpayment of dues herein defined prior to October 1 of the year in which dues are billed,
- b. reasons of unethical conduct as determined by the Executive Board,
- c. or by resignation in writing.

Reinstatement of membership may be accomplished by the procedures established by the Board.

The Association shall have the following classes of membership: Active, Associate, Student, Distinguished and Retired.

**Active Membership** shall be open to individuals meeting any of the following criteria:

- a. certified School Psychologist
- b. work as Trainers in an Approved School Psychology Program
- c. hold NCSP certification
- d. granted an exemption by action the Executive Board of MSPA.

Active Members shall have full privileges of membership including privilege of the floor, voting, and serving on boards and committees.

**Associate Membership** shall be open to any professional person who is interested in school psychology, who is not otherwise eligible for criteria as an Active Member.

Associate Members shall have privilege of the floor, but no vote. They may serve in any nonvoting capacity assigned by the President.

**Student Membership** shall be open to any student enrolled full-time in a college/university program, who is interested in school psychology. Student membership is limited to that time when the individual is enrolled as a full-time student, including summers and semester breaks.

Student Members shall have the privilege of the floor, but no vote. They may serve in any nonvoting capacity assigned by the President.

**Distinguished Membership** shall be open to employed or retired persons who have previously held or currently hold Active Membership in MSPA. Distinguished membership will be granted to any person nominated by a majority of the Executive Board and elected by a majority of voting members of the general membership.

Distinguished Members shall have full privileges of membership including privilege of the floor, voting, and serving on boards and committees.

**Retired Membership** will be available to current or previous MSPA Active Members who have retired from active practice and formally apply to the Membership Committee.

Retired Members shall have full privileges of membership including privilege of the floor, voting, and serving on boards and committees.

#### **ARTICLE IV - ORGANIZATIONAL STRUCTURE**

The executive structure of the Association is comprised of the Executive Board. Only voting members of the Association in good standing are eligible to serve on the Executive Board. Voting members of the Association include: Active, Retired, Distinguished.

With the exception of MSDE and MPA/MSPA Liaisons, each member of the Executive Board shall have one vote. The MSDE and MPA/MSPA Liaison may not vote on Board matters. In no case shall a board member have more than one vote.

The Executive Board shall consist of:

- a. The Elected Officers
- b. One Chairperson of each Standing Committee,
- c. One designated representative of each recognized Local School Psychology Organization,
- d. One designated representative of each recognized School Psychology Training Program,

- e. A designated liaison from MSDE,
- f. A designated liaison from MPA,
- g. and the NASP Delegate.

The Elected Officers include the President, the President-Elect, the Immediate Past-President, the Secretary, the Treasurer, the Treasurer-Elect, and the Parliamentarian.

The term of office for elected officers shall be one year. Officers may not hold more than one office simultaneously, except where they are succeeding themselves as President-Elect or as Treasurer-Elect.

The Standing Committees are as follows:

- a. Legislative
- b. Membership
- c. Nominations
- d. Program
- e. Professional Standards
- f. Diversity
- g. Newsletter
- h. Professional Development
- i. Public Affairs
- j. Information Management
- k. Historian
- l. Finance

Each Standing Committee shall be led by only one chairperson. With the exception of the Finance Committee, the Chair of each Standing Committee shall be appointed by the President. The Chair of the Finance Committee shall be the Association's Treasurer. The term of the committee chairperson shall run concurrently with that of the appointing President. In consultation with the President, each Committee Chair may create and dissolve subcommittees and committee member roles, including a vice chair, which shall report directly to the Committee Chair.

A recognized School Psychology Organization is a defined group, identified by a Constitution and elected officers from a local state subdivision or specific geographic area, whose purpose is to promote the profession of School Psychology. The Executive Board shall establish procedures for recognition of Local School Psychology Organizations (LSPO).

A recognized School Psychology Training Program is a program housed in an accredited university that provides a formal program of study leading to credentialing as a school psychologist. SPTPs must be NASP and/or APA approved for the preparation of school psychologists. The Executive Board shall establish procedures for recognition of School Psychology Training Programs (SPTP).

The Executive Board shall establish procedures for recognizing Designated Liaisons.

The Nominations Committee shall present a slate of nominee(s) for each office, procure the consent of the nominees before placing their names on the ballot, and convey Ballots to the membership for the purpose of electing officers. Balloting shall be completed by the Spring Conference or no later than June 1.

The officers shall be elected by confidential ballot and take office on July 1st of the succeeding Fiscal Year.

Eligible voting Members who do not cast a ballot will, by such inaction, be considered as having abstained from voting.

A majority of the votes cast shall elect.

#### **ARTICLE V - OFFICERS: DUTIES**

**The President** shall be the Executive Officer of the Association, shall preside at the meetings, shall call special meetings as necessary or as directed by the membership, shall appoint committee chairpersons, shall be ex officio a member of all committees except the Nominations Committee, and shall serve on the Executive Board for one year as Immediate Past-President.

**The President -Elect** shall serve in the absence of the President and shall complete an unexpired term of the President. The President-Elect shall prepare and present a proposed budget by the regular September meeting of the Executive Board. The President-Elect shall designate a workgroup committee responsible for maintaining and updating the Operations Handbook and Policy Manual.

**Immediate Past-President** shall serve in the absence of both President and President-Elect.

**The Secretary** shall keep the minutes and attendance of all meetings and perform such other duties as are assigned by the Executive Board.

**The Treasurer** shall be responsible for collecting dues, disbursing money with countersignature of either the President or Immediate Past President, and keeping accurate records of all receipts and disbursements. The Treasurer shall furnish an annual financial report to the general membership and the Executive Board. The Treasurer will serve as Chair of the Finance Committee. The Treasurer shall serve as adviser to the President- Elect with regards to the following year's proposed budget. The Treasurer, together with the Treasurer-Elect, shall submit the financial records at the end of the fiscal year for review by an independent financial accountant. An independent review of the Associations' financial records shall be conducted at the discretion of the Executive Board.

**The Treasurer-Elect** shall assist and serve in the absence of the Treasurer. The Treasurer –Elect, together with the Treasurer shall submit the financial records at the end of the fiscal year for review by an independent financial accountant and shall present a report to the Board.

**The Parliamentarian** shall perform such services as are necessary for deliberations and business of the Association to be carried out in keeping with accepted Rules of Order, the MSPA Constitution, and the

MSPA Policies. The Parliamentarian shall also be responsible for the recognition process for the Local School Psychology Organizations and the School Psychology Training Programs. The Parliamentarian shall be responsible for maintaining all LSPO/SPTP recognition documents.

#### **ARTICLE VI - DUTIES OF THE EXECUTIVE BOARD**

The Executive Board shall be responsible for conducting the business of the Association.

The President shall appoint a Chairperson for the Standing Committees.

The Executive Board may act for the Association on interim matters provided that they shall not take action upon the membership compromising the nature or character of the Association.

Other special or temporary committees may be appointed for a specified time and purpose as the Executive Board deem necessary. Chairs of Special or Temporary Committees may have privilege of the floor but not privilege of the vote.

The proposed budget shall be submitted for approval at the regular September meeting of the Executive Board.

#### **ARTICLE VII - MEETINGS**

There shall be at least one general membership meeting each year.

The Executive Board may meet as often as business of the Association warrants, but no fewer than ten meetings shall be scheduled annually. The Executive Board meetings shall be open to the general membership.

There may be other meetings of the Association at any time and at any place in Maryland, which the Executive Board shall call.

The Executive Board may arrange for or participate in a meeting within a county for purposes of a local nature, without notifying the membership in other counties.

#### **ARTICLE VIII - QUORUM**

Vacant Executive Board positions shall not be considered when determining a quorum.

The following Executive Board Members shall be considered voting eligible members for the purpose of establishing a quorum for transacting Board business: Elected Officers, the Chairperson of each Standing Committee, and one designated representative from each recognized LSPO.

For the purposes of transacting business of the Executive Board, a quorum is defined as a simple majority of the voting eligible members of the Executive Board.

A quorum for transacting business shall be, of the membership, the number of ballots cast by the voting eligible Members (i.e. Active, Retired, and Distinguished).

When a ballot is circulated, regardless of the methodology, a voting deadline must be stated, after which anyone not having cast a ballot will, by such inaction, be considered as having abstained from voting.

Important business of the Association is permitted to be conducted by methods deemed appropriate by the Board, including, but not limited to; mail, web-based voting, and online meetings. The Executive Board must approve the conduct of a ballot by a simple majority vote of the Board.

#### **ARTICLE IX - AMENDMENTS TO THE CONSTITUTION**

Any member may present a proposed amendment, in writing, to the Executive Board. The Executive Board shall receive and consider the amendments for disposition. Amendments to the Constitution must be approved by the Executive Board prior to seeking ratification by the membership.

It shall be the responsibility of the Executive Board to inform the membership about the nature and meaning of any proposed amendment.

Any ratification of this Constitution by the membership shall require three-fourths approval of a duly constituted quorum.