



Louisiana School Psychological Association
LSPA - Protecting the Dreams of Children Through Better Education

LOUISIANA SCHOOL PSYCHOLOGICAL ASSOCIATION

Constitution

And

By-laws

Revised January 1, 2004

LOUISIANA SCHOOL PSYCHOLOGICAL ASSOCIATION

CONSTITUTION

ARTICLE I: NAME

1. The name of the association shall be: The Louisiana School Psychological Association, a non-profit corporation under the laws of the State of Louisiana, hereafter in this document referred to as the Association or LSPA.

ARTICLE II: PURPOSES OF THE ASSOCIATION

The purposes of the Association shall be:

1. To promote the practice of school psychology and to advocate for the members of the Association.
2. To ensure quality educational services for all children, regardless of their ethnic origin, socioeconomic status, or skill level, and to assist in the development and implementation of sound educational practices in all school programs.
3. To promote and maintain adherence to the ethical, legal, and technical standards of professional school psychology as outlined in the National Association of School Psychologists' Standards of **Professional Conduct Manual**.
4. To provide a systematic and consistent mechanism for the sharing of research, ideas, and information to school psychologists, affiliate members, and the general public.
5. To encourage practical research in the field of school psychology in order to provide a dynamic and relevant system of psychological services in schools.

ARTICLE III: MEMBERSHIP

Membership of the Association shall consist of various membership categories as outlined in the By-laws.

ARTICLE IV: FINANCES

The financial operations of the Association will be detailed in the By-laws and Operations Manual.

ARTICLE V: OFFICERS

Officers of this Association shall include a President, President-elect, Secretary, Treasurer, Immediate-past President, and Regional Representatives. These officers shall serve as voting members of the Executive Council.

ARTICLE VI: EXECUTIVE COUNCIL

The Executive Council shall consist of the officers, standing committee chairpersons, student representative, and National Association of School Psychologists representative. The Executive Council shall conduct all matters of business and shall be charged with the continuing affairs of the Association.

ARTICLE VII: STANDING COMMITTEES

There shall be standing committees appointed to fulfill various functions as outlined in the By-laws.

ARTICLE VIII: MEETINGS

Meetings shall include an annual Association meeting, Executive Council meetings, and special meetings.

ARTICLE IX: ELECTIONS

Elections shall be conducted annually as described in the Operations Manual.

ARTICLE X: BY-LAWS AND OPERATIONS MANUAL

By-laws and an Operations Manual shall be established for the administration of the Association.

ARTICLE XI: AMENDMENTS

This constitution may be amended by a two-thirds majority vote cast at an Association meeting or by mail ballot. The By-laws may be amended by a majority vote cast at an Association meeting or by mail ballot.

ARTICLE XII: LIAISON WITH OTHER PROFESSIONAL ORGANIZATIONS AND AGENCIES

With approval by two-thirds vote of the Executive Council, liaison positions may be established to facilitate communication and cooperation between this Association and other non-profit organizations and agencies of similar purpose.

ARTICLE XIII: RULES OF ORDER

The rules contained in the latest version of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this constitution, the By-laws, special rules of the Association or the statutes of the State of Louisiana applicable to corporations not for profit and any amendments thereto.

LOUISIANA SCHOOL PSYCHOLOGICAL ASSOCIATION

BY-LAWS

ARTICLE I: PRINCIPAL OFFICES

The Executive Council may establish a principal office for the purpose of conducting Association business. The Executive Council may change this office by noting the changed address and effective date.

ARTICLE II: PURPOSES

No policy needed

ARTICLE III: MEMBERSHIP

Section 1

The categories of membership within the Association shall include the following:

A. Full member

1. Person with a Master's or higher degree in School Psychology or Psychology and:
2. a. Currently certified or eligible for certification by the Louisiana Department of Education as a School Psychologist (excluding provisional certifications), or
- b. Primarily engaged in the training of School Psychologists in a college or university setting, or
- c. Who has functioned as a School Psychologist, supervisor, or trainer, and is currently retired.

B. Student member

Person currently enrolled in a college or university program of training for Psychologists or School Psychologists.

C. Affiliate member

Affiliate membership shall be available to educators, consumers, and other individuals who share the goals and interests of the Association.

D. Honorary member

Honorary membership shall be available to individuals who contribute to the field of school psychology through research, technical assistance, or through other exemplary practices.

Section 2

Membership applications shall be reviewed and approved by the Membership Chairperson, with confirmation granted by the Executive Council.

Section 3

All categories of members, excluding honorary members, shall pay annual dues as established by the Executive Council.

Section 4

Voting privileges are granted to full and student members

Section 5

Discontinuance of membership may occur under the following circumstances

1. Non-payment of dues
2. Expulsion by the Executive Council
3. Voluntary termination
4. Non-confirmation by the Executive Council

ARTICLE IV: FINANCES

Section 1

Dues shall be payable upon receipt of an annual dues statement from the Association. The amount of dues shall be set by the Executive Council.

Section 2

The Treasurer shall present an annual budget to the Executive Council for approval at the first regular meeting following the annual conference. The fiscal year shall begin January 1 and end December 31.

Section 3

Upon adoption of the budget, all accounts payable being duly approved by the Treasurer, or in his or her absence by the President, shall be paid.

The authority of chairpersons and officers to arrange financial commitments shall be restricted to the activities of their offices and the duly approved budget. Expenditure of additional funds shall be approved by a majority vote of the Executive Council.

Section 4

No member of this Association shall contract, or cause to be made in the name of the Association, any debt for any nature whatsoever, without the specific and proper authorization of the Executive Council.

Section 5

All assets of this organization shall be permanently dedicated to the purposes set forth in Article II of the Constitution, and in case of dissolution of the Association all assets shall be distributed to a public or tax-exempt cause.

ARTICLE V: OFFICERS

Section 1

Officers, elected by the general membership, must be full members of the Association, and shall consist of the following:

- A. **President**

The duties of the President shall be to act as chairperson of the Executive Council, to serve as major spokesperson for the Association, and to perform the duties which are incident to this office or as required by vote of the Executive Council. The President shall have such other duties as described in the Operations Manual. The term of office shall be one year.

B. President-elect

The duties of the President-elect shall be to assume the duties of the President in his/her absence. The President-elect shall have such other duties as described in the Operations Manual. The term of office shall be one year.

G. Immediate-past President

The duties of the Immediate-past President shall consist of consulting regularly with the President regarding organizational activities to help ensure continuity of the operations of the organization. The Immediate-past President shall have such other duties as described in the Operations Manual. The term of office shall be one year.

D. Secretary

The duties of the Secretary shall consist of recording and disseminating the minutes of the Executive Council and general meetings. The Secretary shall have such other duties as described in the Operations Manual. The term of office shall be two years.

E. Treasurer

The duties of the Treasurer shall consist of overseeing the fiscal programs and financial accounting of the Association, and chairing the Financial Advisory Committee. The Treasurer shall have such other duties as described in the Operations Manual. The term of office shall be two years.

F. Regional Representative

The duties of the Regional Representative shall consist of representing the members of his/her region in all matters of the Association. The Regional Representative shall have such other duties as described in the Operations Manual. The term of office shall be two years.

Section 2

In the event that the President is unable to complete the term of office, the President-elect shall assume the office for the remainder of the term, and continue for his/her elected term.

In the event that the President-elect is unable to complete his/her term of office, a special election shall be held as soon as possible.

Vacancies in the offices of past President, Secretary, Treasurer, and Regional Representative shall be filled upon recommendation by the President and majority approval by the Executive Council.

Section 3

By a two-thirds majority vote of the Executive Council, any officer may be removed from office for cause as described in the Operations Manual.

ARTICLE VI: EXECUTIVE COUNCIL

Section 1

Voting members of the Executive Council shall be the officers of the Association.

Section 2

The duties of the Executive Council shall be to conduct all matters of business, administer policy, and formulate and propose recommendations to the general membership. The Executive Council shall perform such duties according to policies and procedures outlined in the Operations Manual.

ARTICLE VII: STANDING COMMITTEES

Section 1

The Standing Committees shall consist of: membership, public relations/public information, nominations and elections, professional standards, publications, continuing professional development, fiscal advisory, government relations and child services.

Section 2

Chairpersons shall be appointed and removed by the President.

Section 3

Additional standing committees and ad hoc committees may be recommended by the President with the approval of the Executive Council, with the duties of the Standing Committees to be described in the Operations Manual.

ARTICLE VIII: MEETINGS

Meetings shall include an annual Association meeting, Executive Council meetings, and special meetings.

Executive Council meetings shall be held at least four times per year. Notice shall be provided to members of the Executive Council and the usual order of business shall be described in the Operations Manual.

An Annual Association Meeting shall be held. Notice shall be provided to the members at least one month prior to the said meeting, and the usual order of business shall be described in the Operations Manual.

Special meetings may be called by the President with the concurrence of the majority of the Executive Council, or by petition of at least five percent of the regular members as described in the Operations Manual.

A quorum of the Executive Council shall be described as one more than half of the elected officers. At all meetings, voting shall be in accordance with the Operations Manual.

ARTICLE IX: ELECTIONS

Section 1

Elections shall be conducted annually as described in the Operations Manual.

The President-elect shall be elected annually. The Secretary and Treasurer shall be elected every two years in alternate years. Regional Representatives shall be elected every two years in alternate years.

The Nominations and Elections Committee shall solicit from full and student members nominees for each of the designated elective offices of the Association.

Section 2

Officers shall be elected by vote of the members by mail ballot, with a related for a write-in candidate for each designated office.

Ballots shall be sent only to full and student members of the Association.

A plurality of votes cast shall determine the election of each officer

ARTICLE X: BY-LAWS AND OPERATIONS MANUAL

No policy needed

ARTICLE XI: AMENDMENTS

Notice of proposed changes to the Constitution or By-laws shall be sent in writing to the full and student members at least 30 days prior to the close of such election. Changes may be proposed by the Executive Council on its own initiative or by petition to the Executive Council by at least five percent of the full and student members. All such proposed changes shall be presented by the Executive Council to full and student members with or without recommendation .

LOUISIANA SCHOOL PSYCHOLOGICAL ASSOCIATION

OPERATIONS MANUAL Revised January 2004

TABLE OF CONTENTS

Preface

Planning Process

- Long-range Plan
- Annual Objectives

Structure

- Membership Categories
- Membership Application Procedures
- Membership Dues
- Affiliate Membership
- Honorary Membership
- Expulsion/Termination of Membership

Organizational Units

- Outline of Organizational Structure of Officers Format of Executive Council Meetings
- Order of Business for Annual Meetings Association Business Meetings/Special Meetings

Officers

- Duties of Officers
- Officers' Records
- Removal from Office

Committee Functions/NASP Delegate/OSES Liaison Representative

- Duties of Committees
- Responsibilities of NASP Delegate
- Responsibilities of OSES Representative
- Student Representative
- Committee Chairpersons' Records

Nominations and Elections

- Procedures for Nominations and Elections

Awards

Appendices

- A – Organizational Structure*
- B – Planning & Election Cycle Calendar*
- C – Executive Committee Meeting Agenda Form*
- D- Executive Council Meeting Agenda Item Form*
- E – Order of Annual Business Meeting*
- F – Reimbursement Policy and Request Forms*
- G – Budget Planning Form*
- H – Membership Mailing Label Usage Policy*
- I – Officer Goal Setting Form*
- J - Awards Guidelines*

I. PLANNING PROCESS

A. Long-range Plan

The Association shall maintain an integrated planning process which begins with long-range projections of the future of school psychology and is implemented in the budget of each organizational unit and committee on an annual basis. The LSPA Executive Council will develop a Five Year Plan that will focus on building our standards and practices into permanent educational system structures in Louisiana, advocate for new service delivery systems that will maximize measurable educational attainment for all children, and promote greater movement of school psychology practice into roles concerned with educational attainment of all children. *See Appendix E.*

B. Annual Objectives

Each officer and committee chairperson will construct annual objectives which are in keeping with the goals of the long-range plan. These objectives shall be translated into activities which are the basis for the proposed budget of that organizational unit these objectives shall be presented to the Executive Council for approval at the first Executive Council meeting following the new fiscal year. *See Appendix G.*

II. STRUCTURE

A. Membership Categories

Membership shall be divided into categories as outlined in the by-laws of this Association.

B. Membership Application Procedures

Formal application for membership shall be completed and returned to the membership chairperson, who will make determination of the applicant's status for membership into LSPA. The membership chairperson shall grant approval, with confirmation by the Executive Council at its next regular meeting.

C. Membership Dues

Members shall pay dues according to their status. Membership year begins with the formal approval by the membership chairperson, and continues for twelve months.

Nonpayment of dues may result in discontinuance of membership following receipt of two personal notices of renewal. Membership will be forfeited if dues are not paid within thirty calendar days of the second notice.

Dues currently are set as follows:

| | |
|-------------------|---------------|
| First time member | \$65 per year |
| Regular member | \$65 per year |
| Student member | \$30 per year |
| Retired member | \$30 per year |

D. Affiliate Membership

Affiliate members will receive all Association correspondence, including newsletters, information briefs, and other relevant information, which is, disseminated to all LSPA members. They will be eligible for reduced registration rates when applicable at functions sponsored by LSPA.

E. Honorary Membership

An honorary membership shall be granted by a majority vote of the Executive Council. They may attend LSPA conventions and functions with registration fees waived.

Honorary membership will be a lifetime membership. Under extreme circumstances, such as proven violation of ethics, the Executive Council may rescind honorary membership by a majority vote.

F. Expulsion/Termination of Membership

A member may be expelled from the Association for proven violation of the **Professional Conduct Manual** of the American Psychological Association or National Association of School Psychologists.

The Professional Standards Committee may recommend expulsion of an individual member to the Executive Council when ethics violations have been demonstrated to be valid concerns. The Executive Council may approve the expulsion by a two-thirds vote. The recommendation will then be submitted to the Association for referendum vote, according to policy. The right of appeal and review will protect association members at all stages of this procedure.

Voluntary termination of a membership will be accepted by the Executive Council upon the receipt of a member's written request

III. ORGANIZATIONAL UNITS

A. Outline of Organizational Structure of Officers (See Appendix A)

B. Format of Executive Council Meetings (See Appendix B)

C. Order of Business for Annual Meetings (See Appendix C)

D. Association Business Meetings/Special Meetings:

1. Association business meetings shall be held in conjunction with the regularly scheduled LSPA annual conferences.

2. Special business meetings may be held at any time upon the majority vote of the Executive Council, provided that the membership has been notified at least thirty days in advance of the meeting.

3. A special meeting of LSPA may be called by the Executive Council within forty-five days upon the request of five percent of the membership in good standing who have filed a written petition with the secretary requesting such a meeting.

The President, provided procedures are followed as described above, may call special meetings.

A quorum shall be necessary for conducting business at Association meetings.

Unless otherwise specified in the Constitution or By-laws, all business shall be based on a simple majority of the votes cast

Results of meetings of the Association shall be reported to the membership.

IV. OFFICERS

A. Duties of Officers

Elected officers shall include President, President-Elect, Immediate past President, Secretary, Treasurer, and Regional Representatives. They shall be charged with the following duties:

1. President:

- a. Serve as a voting member on the Executive Council.
- b. Serve as the major spokesperson for LSPA positions or delegate this role to other LSPA members or officials. Information concerning LSPA positions or issues that LSPA should address is channeled through the president;
- c. Preside at all meetings of the Association and the Executive Council. The President is responsible for determining the date, locations, and time of the meetings, and for determining the agenda for the meetings. This information is to be forwarded to the secretary for dissemination to the Executive Council1 two weeks prior to scheduled meetings;
- d. Serve as an ex-officio member of all committees of the Association;
- e. Appoint the chairpersons of all standing and special committees of LSPA and make such other appointments as are necessary to carry on the business of the Association. All appointments shall be subject to the approval of the Executive Council;
- f. Assist the Executive Council in monitoring the progress of the established committee goals and objectives.
- g. Serve as a member of the fiscal advisory committee.
- h. Arrange for new leader orientation and updating of a leadership manual.

2. President-elect

- a. Serve as a voting member on the Executive Council.
- b. Assume the duties of the President in such an absence or when requested to do so.
- c. Serve as Program Chairman in planning/organizing the annual fall conference.
- d. Serve as a member of the fiscal advisory committee.

3. Immediate Past President

- a. Serve as a voting member on the Executive Council.
- b. Serve as an advisor to the Executive Council and to the other officers.
- c. Assist the President, as assigned, in the supervision of the selected committee activities, and work closely with committees and other activities which involve the continuation of or completion of projects from the previous year.

d. Consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

e. Direct/manage the activities associated with presenting awards at the Association's annual conference.

f. Serve as a member of the fiscal advisory committee.

4. Secretary:

a. Serve as a voting member on the Executive Council.

b. Take the minutes of the proceedings of the Executive Council meetings.

c. Disperse copies of the minutes from the previous meeting and make the appropriate amendments.

d. File the corrected minutes in the Secretary's folder

e. Present annual review of accomplishments of LSPA at the annual conference.

e. Prepare an end of the year summary of major association activities.

f. Make recommendations for procedural updates to the operations manual yearly with the approval of the executive council.

g. Assure that all official records are passed to the historian for archiving.

5. Treasurer

a. Serve as a voting member on the Executive Council.

b. Keep current records of the financial budget

c. Pay outstanding bills and debts of the organization

d. Report to the executive council and general membership the status of the budget at all Executive Council meetings.

e. Serve as a member of the fiscal advisory committee.

6. Regional Representatives

a. Serve as a member of the Executive Council in conducting the affairs of the Association;

b. Participate in all Executive Council meetings. If the representative cannot attend, appropriate steps should be taken to assure that regional information is made available during the meeting and that EC meeting is obtained and shared with constituents.

c. Transmit information, policies and practices from the Executive Council to the region and issues or concerns from the region to the Executive council.

d. Conduct activities for the promotion of LSPA membership and LSPA goals. The regional, representative will organize and sponsor regional activities that promote school psychology in the region.

e. Develop a recruitment strategy and a telephone network within the region.

- f. Maintain records of activities and suggestions to provide to newly elected representative.
- g. Offer consultative services to the successor
- h. Notify the region of elections and solicit nominees

B. Officer's Records

Each officer will maintain accurate records of the activities sponsored during the term of office. An annual summary report will be submitted to the President upon request. At the beginning of each fiscal year each officer shall submit to the president, annual objectives.

Each officer will strive to generate and report newsworthy activities related to that office and the interests of other school psychologists.

C. Removal from Office

When an elected officer has failed to attend three consecutive meetings of the Executive Council or Association, the President shall be informed of the facts and circumstances in this case, the President shall convene the Executive Council in executive session to consider declaring the office vacant.

Removal from office for reasons other than noted above shall follow guidelines stated in the Constitution and by-laws.

V. COMMITTEE FUNCTIONS/NASP DELEGATE/OFFICE OF SPECIAL EDUCATION SERVICES (OSES) LIAISON REPRESENTATIVE

A. Duties of Committees and Chairpersons

1. Membership Committee:

Provide the ways and means for school psychologists, students, and interns who have an interest in becoming active in LSPA to join its membership;

Provide information which represents the association to those who are not members:

Review the applications for membership to ensure that potential new members have the appropriate credentials and experience for the category for which they are applying.

2. Public Relations/Public Information

Assist in informing the public about the role of school psychologists and the benefits resulting from their professional services:

Obtain public recognition for school psychology activities and events and for the contributions which school psychologists make to the educational system and to society in general;

Keep and maintain public relation information and materials for appropriate distribution;

Develop training for membership about public relations via in-service training, handouts, newsletter articles, etc.

3. Nominations and Elections Committee

Prepare and submit nomination ballots following the procedures outlined in this manual:

Report the results of the elections as outlined in the Operations Manual section, "Nominations and Elections."

4. Professional Standards Committee

Identify and investigate issues related to the following aspects of the public and private practice of school psychology: Training, certification and licensure, ethics, standards, and professional conduct; and legal concerns and actions.

Recommend to the Executive Council appropriate actions regarding these issues. Interpret the **Professional Conduct Manual** of NASP and report specific interpretations to the membership as warranted.

Investigate allegations of unethical practices by a member, according to the standards of the profession.

5. Publications Committee

Publish, on a regular basis, the official newsletter of the Association.

Solicit newsworthy information from members around the state promoting sharing of ideas and practices of interest to LSPA members.

6. Continuing Professional Development Committee

Survey membership to determine interests and needs concerning professional development. Assist the association in designing and implementing workshops, seminars, etc., appropriate in meeting these needs.

Communicate with the State Department of Education consultant to collaborate on programs and procedures as possible in relation to the state policies as well as for informational purposes.

Provide publicity for CPD options in Louisiana. This includes articles in the newsletter and possibly the preparation of flyers and brochures.

7. Fiscal Advisory Committee

This committee shall consist of the President, President-elect, Immediate Past-President, and Treasurer. The Treasurer shall be the chairperson.

Develop and submit the annual budget for Executive Council approval. Review all Executive Council expenditures at least quarterly and report to the Executive Council regarding the fiscal status of the Association.

At the close of the fiscal year, examine the treasurer's records and certify on the annual report that such records are accurate.

8. Government Relations

Draft legislation approved by the Executive Council. Support legislation deemed to be for the advancement of school psychology and oppose legislation deemed to be detrimental to school psychology.

Support legislation, which enhances the welfare and education of children and youth, and oppose legislation to the contrary.

Organize and direct lobbying efforts and periodically review these efforts to assure their effectiveness.

Support the development of legislative programs that improve services to children and promote the advancement of the profession of school psychology.

9. Child Services Committee

B. NASP Delegate

The delegate is responsible requests for assistance from the *National Association of School Psychologists*. Such requests should be developed in consultation with the Regional Delegate Representative prior to submission.

Develop and implement a membership recruitment plan in concert with the NASP membership committee.

Keep informed of state issues regarding the profession and disseminate Association positions regarding professional practice through regular communication with state, regional, or local school psychology associations, school psychology training programs, and other pertinent groups.

Facilitate the linkage of NASP resources or needs with state resources or needs.

Follow Delegate duties as outlined by NASP.

C. OSES Liaison Representative

The LSPA representative to the OSES Liaison group is responsible for attending the liaison meetings, which average approximately 4 per year.

The representative is also responsible for disseminating this information to the LSPA Executive Council.

D. Student Representative

Serve as a liaison between LSPA and the respective university's psychology faculty and students.

Duties include: disseminate information and concerns discussed by the Executive Council, maintain contact with the regional representative to express student concerns, serve as a member of the trainer's advisory council, keep university faculty and students informed about LSPA activities, and submit a written report of activities to the Executive Council.

E. Committee Chairpersons' Records

Each committee chairperson shall maintain records of the activities for the term of office. An annual report will be submitted to the President upon request.

Each chairperson shall submit annual objectives as described in this manual.

VI. NOMINATIONS AND ELECTIONS

Procedures for Nominations and Elections are as follows

1. Prepare nominations ballots and mail out to regular and student members
2. Compile the list of nominees, verifying eligibility and willingness to run for office.
3. Submit this list to the President prior to the annual business meeting.
4. Further nominations may be solicited from the regular members during the annual business meeting. (Such nominations are accepted, pending verification of eligibility and willingness to serve.)
5. Committee chairperson will compose the election ballot, with spaces allowed for write-in candidates.

6. Mail ballots to all regular members, to be returned by designated time. NOTE: Mark return envelopes with assigned membership roster identification number.

Election timelines are as follows:

Nominations Canvass:

Ballots mailed within 2 weeks after annual convention.

Ballots must be postmarked by December 15.

7. Verify returned envelopes using identification number prior to opening envelope.
8. Tally ballots and contact nominees with the most votes to determine if they will accept the positions. In the event the first candidate declines, the runner-up will be offered the position.
9. Committee chairperson will submit election results to the Executive Council in writing, and the results will be published in the following newsletter.

VII. AWARDS

The Past-President will direct the activities necessary to conduct an awards ceremony at the annual conference. *See Appendix D.*

Awards include the following:

Member of the year Scholarship award
Distinguished Service award
Outstanding School Psychologist award
Will Bergeron Memorial Scholarship