

# **I. BYLAWS OF THE FLORIDA ASSOCIATION OF SCHOOL PSYCHOLOGISTS, INC.**

(as amended October 29, 2015)

## **ARTICLE I - NAME AND MISSION**

- 1) The name of this organization shall be the Florida Association of School Psychologists, Inc., and shall hereafter be referred to as FASP.
- 2) The mission of the Florida Association of School Psychologists is to promote and to advocate for the mental health and educational development of Florida's children, youth, and families and to advance school psychology in the state of Florida for the benefit of all students.

## **ARTICLE II - MEMBERSHIP**

- 1) FASP shall consist of the following categories of membership:
  - a) Regular Member
    - i) Those eligible for regular membership are those who are Certified or Licensed by the State of Florida as a school psychologist, are credentialed as a Nationally Certified School Psychologist (NCSP) by the National Association of School Psychologists (NASP), or are primarily engaged in training of school psychologists at an accredited college or university.
  - b) Early Career Member
    - i) "Those eligible for early career membership are those who are eligible for certification as a school psychologist and are in the first or second year of practice. Early career members would be eligible for half the regular dues.
  - c) Sustaining Member
    - i) Those eligible for sustaining membership are those who meet all of the requirements for eligibility as a regular member and who contribute a significant financial contribution to FASP in excess of regular dues in order to provide special support to the activities of FASP.
  - d) Honorary Member
    - i) Those eligible for honorary membership are those who, subject to the approval of a majority of the Executive Board, have made a significant contribution to the field of school psychology. These individuals are exempt from dues assessments.
    - ii) All recipients of the Willard Nelson Lifetime Achievement Award are given honorary membership.
  - e) Student Member
    - i) Those eligible for student membership are those who are actively engaged one-half time or more in a formal school psychology program, at a regionally accredited college or university, and who are currently not employed as a school psychologist. Annual certification of student status is required. This certification shall be completed by the student's program director on a form to be provided by the FASP Membership Chairperson.
  - f) Retired Florida Member
    - i) Those eligible for retired Florida membership are those holding regular FASP membership for at least five years across the past decade who retire from full time remunerative professional activity but may be consulting or be involved in other paid professional activity less than 15 hours a week.

g) Retired Out-of-State Member

- i) Those eligible for retired out-of-state membership are those holding regular membership for at least five years across the past decade in their previous state school psychology association who retire from full time remunerative professional activity but may be consulting or involved in other paid professional activity less than 15 hours a week. Certification of out-of-state membership is required. This certification shall be completed by the individual's State Association's Chairperson.

h) Associate Member

- i) Those eligible for associate membership are those who do not meet eligibility requirements for any of the preceding classes of membership, but who are interested in or associated with the field of school psychology.

i) Associate Student Member

- i) Those eligible for the associate student member membership are those who are actively engaged one-half time or more in a program of study, at a regionally accredited college or university, who do not meet eligibility requirements for student membership, but who are interested in or associated with the field of school psychology and not employed as a school psychologist.

- 2) All members - with the exception of associate members and associate student members - shall have the right to vote on FASP concerns.
- 3) All officers shall be regular, sustaining, retired, or honorary members of FASP.
- 4) Verification of eligibility for appropriate membership status must accompany applications for membership (i.e., student, out-of-state). The Membership Chairperson shall provide verification forms.

**ARTICLE III - DUES**

- 1) Dues shall be established for each classification of membership and made payable to FASP, Inc., as of July 1, for the current membership year, which runs until June 30. Membership dues will be paid on a 12-month basis for the membership year. A member becomes a member in good standing when he or she pays dues for the current membership year as prescribed by the Executive Board and remains so until the end of that membership year on June 30. Only members in good standing are entitled to member benefits, including voting in FASP elections.
- 2) Assessments or changes in dues may be recommended by the Executive Board and shall be decided by a majority vote of the voting members at the annual meeting or by mail ballot. The Executive Board will institute a structure of regular review of member dues every two years. The biannual fee structure review for membership dues and for professional development registration fees will be conducted on alternating years.
- 3) Nonpayment of dues or assessments of the current membership year shall be considered as signifying resignation from FASP. The Executive Board may assume that a member has resigned if dues payment is delinquent after October 1.
- 4) FASP's fiscal year shall be from February 1 through January 31.

**ARTICLE IV - OFFICERS**

- 1) The officers of FASP shall be President, Immediate Past President, President-Elect, Secretary, Treasurer, and seven Regional Representatives.
- 2) The term of office of the President and of the President-elect, and of the Immediate Past President, shall be one year; and the term of office of each Regional Representative shall be two years, elected by the

appropriate geographical voting members. The Secretary and the Treasurer shall serve a term of two years each elected in alternate years. The President-Elect, Secretary, and Treasurer shall be elected by the entire voting membership.

- 3) It shall be the duty of the President to preside at all meetings of FASP, to act as Chairperson of the Executive Board; and to exercise general supervision over the affairs of FASP, and to be an ex-officio member of all committees except the Nominating and Elections Committee.
- 4) It shall be the duty of the President-elect to function as the President in the latter's absence or incapacity, to exercise general supervision over the Convention Committee, and to become President at the close of term of office as President-elect.
- 5) It shall be the duty of the Secretary to keep an accurate historical record of meeting minutes, summaries of motions, and all official non-privileged correspondence of the FASP Executive Board.
- 6) It shall be the duty of the Treasurer to exercise oversight over all association receipts, expenditures, and required fiscal reports. Designated financial institutions of the association shall be the custodian(s) for all monies of FASP, in concert with a management firm, if contracted. The following individuals may conduct business in regard to the FASP banking account, by right of title: President, President-elect, Immediate Past President, Treasurer, Treasurer-elect and, if contracted, the Management Company Account Coordinator. Deposits made by other FASP committee chairs who receive funds shall be reported to the Treasurer.
- 7) Regional Representatives shall serve as members of the Executive Board. These representatives shall be nominated from seven regions of the state, which shall be determined by the Executive Board. Regional Representatives must reside or work in the region that they represent. Only those residing within a particular geographical region shall be eligible to vote for the Regional Representative representing their region.
- 8) If a vacancy arises for any reason in any of these offices, the Executive Board shall, by a majority vote, elect a successor to that office until the next annual election of FASP.

#### **ARTICLE V - EXECUTIVE BOARD**

- 1) There shall be an Executive Board of FASP consisting of the officers of FASP, Standing Committee Chairpersons, Special Committee Chairpersons, DOE Consultant, FASP Children's Services Fund, Inc. Liaison, NASP Delegate and a representative of the Political Committee (PC) if active.
- 2) The Executive Board shall have general supervision of the affairs of FASP.
- 3) The President of FASP shall be Chairperson of the Executive Board, and the Secretary of FASP shall be Secretary of the Executive Board.
- 4) The Executive Board shall be called for a physical meeting during the period of the Annual Meeting. Additional meetings of the Executive Board shall be held on the call of the President or upon petition in writing by ten percent of the voting members in good standing. A majority of the Executive Board shall constitute a quorum. Unless otherwise specified by these Bylaws, any issue may be decided by a mail, electronic, or telephone ballot of the Executive Board provided that no member of the Executive Board requests that it be referred to a physical meeting.
- 5) All EB members can vote during EB meetings or when participating in an email (electronic) motion, one vote per one person, regardless of the number of positions held, and one vote for Co-Chairs of a Committee (i.e., only one Co-Chair may vote). Only positions held by FASP members cast votes. If a conflict of interest arises, the members should abstain from the vote on the specific item.

- 6) All motions and approved minutes of the Executive Board may be published in the FASP Newsletter and posted on the FASP website for review by the membership. Minutes of the meetings of the Executive Board shall be made available to any member who requests them.

#### **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS**

- 1) Nominations of officers of FASP shall be made by the Nominating and Elections Committee. Election procedures are carried out by the Nominating and Elections Committee under the supervision of the Executive Board.
- 2) Officers shall assume office at the close of the Annual Meeting of FASP following their election with the exception of the Treasurer, who shall assume office on February 1 of alternate years.

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

- 1) The place and time of the Annual Business Meeting of FASP shall be at the discretion of the Executive Board. The purpose of the Annual Conference shall be for the transaction of business, the presentation of a scientific program, and the discussion of professional matters in the field of interest to school psychologists. Notice of the Annual Conference shall be given to all members at least 90 days before the date established for the conference.
- 2) A quorum at a business meeting shall be defined as at least ten percent of the voting members in good standing.

#### **ARTICLE VIII - COMMITTEES**

- 1) The Standing Committees of FASP shall be as follows:
  - a) The Administration and Supervision Committee shall consist of a Chairperson and at least two members of FASP who are supervisors of school psychologists. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It will be the function of the Administration and Supervision Committee to actively communicate with supervisors and encourage best practices in the training, employment, and administration and supervision processes of school psychologists in the State of Florida.
  - b) The Awards Committee shall consist of at least five members of FASP inclusive of the chairperson. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to develop categories, criteria, and a selection procedure to recognize exemplary programs, projects and professionals in school psychology.
  - c) The Bylaws Committee shall consist of at least three members of FASP. The Chairperson shall be the Immediate Past President of FASP. It shall be the function of this Committee to update and revise the Bylaws as deemed appropriate. Such proposed changes shall be submitted to the President and the Executive Board, and if approved, to the voting membership for ratification. If ten percent (10%) of the voting membership presents proposed changes in writing to either the Chairperson of this Committee or directly to the President, such proposed changes shall be considered by this Committee and by the Executive Board and presented to the voting membership for ratification.
  - d) The Conference Committee shall consist of at least three members of FASP with the Chairperson appointed by the President-elect with the approval of the Executive Board. It shall be the function of the Committee to make arrangements for the program and the annual conference of FASP in accordance with the provisions of Article VII.
  - e) The Continuing Education (CE) Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It

shall be the function of this committee to maintain all forms of provider status as determined by the FASP Executive Board, interface with the Department of Health and C E Broker, enter all CE offerings and attendees on the CE Broker website, and advise FASP Members regarding CE requirements.

- f) The Diversity Committee consists of a committee chairperson appointed by the President-elect with the approval of the Executive Board and three committee members all of whom must be members in good standing of FASP chosen by the committee chairperson. It shall be the function of this committee to promote the rights, welfare, education and mental health of culturally and linguistically diverse children, youth and families in the State of Florida. The committee will provide assistance to the FASP Executive Board, FASP membership, and the educational community through educational recruitment, service and research. The committee shall facilitate the process of developing policies related to culturally and linguistically diverse populations. Through its activities, the committee shall strive to foster sensitivity, understanding and increased knowledge of the cultural and linguistic attributes of Florida's diverse population.
- g) The Ethics and Standards of Practice Committee shall consist of at least three members of FASP. The Chairperson and all Committee Members shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to collect and disseminate information concerned primarily with the ethical behavior and standards for the provision of services of school psychologists. Such information shall be put in the form of a Code of Ethics and Standards for the Provision of Services Manual approved by the Executive Board and the membership and distributed to the membership.
- h) The Membership Committee shall consist of at least three members of FASP with the Chairperson appointed by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to assume responsibility for recruitment of new members, processing of membership applications, and maintenance of updated membership rosters.
- i) The Newsletter Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to collect and disseminate information of particular interest to all members and to put such information in the FASP Newsletter that can be mailed and or electronically distributed to the membership of FASP. The number of such newsletters shall be determined by the Executive Board.
- j) The Nominating and Elections Committee shall consist of a Chairperson and at least two other voting members of FASP. The Chairperson shall be the Immediate Past President of FASP. Other members shall be Regional Representatives who are not seeking reelection at the time of the election and/or voting members who are not seeking office and who are not on the Executive Board. It shall be the function of the Committee to call for nominations for all elected offices from the general voting membership and carry out the FASP election process.

- k) The Planning and Development Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this committee to facilitate the process of developing annual and long-term goals for officers and committee chairpersons and to update the Policies, Procedures & Positions (PPP) Manual of FASP.
- l) The Private Practice Committee shall consist of at least three members of FASP, all of whom shall be licensed by the State of Florida as school psychologists or psychologists. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this committee to represent the interests of licensed members to the Executive Board, to assist other committees with issues pertinent to the private practice of school psychology, and to serve as liaison between FASP, the licensing agency and other groups as determined by the Executive Board.
- m) The Professional Development Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this committee to provide visionary leadership in the area of Professional Development (PD), guide FASP Committees engaged in PD, update FASP PD procedures, and facilitate the FASP Summer Institute.
- n) The Public Policy & Professional Relations Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to attempt to influence the Florida Legislature and, when directed by the Executive Board, the United States Congress, on issues consistent with the mission of FASP. This influence may occur through the provision of information or testimony regarding such issues, contracting with a legislative consultant, and serving as liaisons between FASP and the consultant. It shall also be a function of this committee to further public knowledge of school psychology and of FASP.
- o) The Registrar Committee shall consist of a Chairperson and at least two members of FASP who are in good standing. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the responsibility of the committee to register and account for FASP member and non-member participants in FASP's continuing education and professional development activities, such as Regional Workshops, the Summer Institute and the Annual Conference.
- p) The Research Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this Committee to review journal articles of interest or relevance to practitioners and submit reviews for consideration of publication in the FASP Newsletter; to prepare, as appropriate, a yearly compendium of relevant, original research; and to generate relevant research in school psychology.
- q) The Student Representative Committee shall consist of at least three members of FASP. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this committee to represent and advocate for the Student Members of FASP.
- r) The Technology and Communications Committee shall consist of a Chairperson and at least two members of FASP who are in good standing. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It shall be the function of this committee to manage FASP technology resources and aid in the dissemination of information.
- s) The Committee on Training and Credentialing shall consist of a Chairperson and at least two members of FASP who are graduate educators of school psychologists. The Chairperson shall be designated by the President-elect with the approval of the Executive Board. It will be the function of

this Committee to review, monitor and share the most current Training and Credentialing standards (national and state) in school psychology, to liaison with the Florida Council of School Psychology Trainers, to respond to and/or initiate recommended changes in training and credentialing standards, and to serve as an advocate for quality training programs.

- 2) Special Committees may be designated from time to time by the President-elect, with purpose and composition to be proposed by the President to the Executive Board. Approval of each such committee must be gained through a majority vote of the members of the Executive Board prior to the initiation of any functions of such a committee.
- 3) Incoming Standing Committee and Special Committee chairpersons shall be nominated each year by the President-elect and approved at the conference Executive Board Meeting prior to the Annual Business Meeting.

#### **ARTICLE IX - AMENDMENTS**

- 1) Amendments to or restructuring of these Bylaws may be proposed by a two-thirds vote of the Executive Board or by written request of at least ten percent (10%) of the voting membership.
- 2) Voting on proposed amendments shall be at the Annual Conference or by a mail ballot sent to all voting members; the amendment(s) must be approved by two-thirds of those voting. By mail, the polls shall be declared closed thirty days after the date of mailing and/or electronic distribution of the ballots.

#### **ARTICLE X - AFFILIATIONS**

- 1) A local association of School Psychologists in Florida wishing to affiliate with FASP should submit in writing their desire to affiliate with FASP to the current President of FASP to be forwarded to the Membership Chairperson for verification of membership status. The Executive Board will then consider the request using the National Association of School Psychologists (NASP) affiliation rules as guidelines. If accepted by the Executive Board, the request will be submitted to the voting membership of FASP. Approval shall be by simple majority of the membership.
- 2) If FASP wishes to affiliate with another organization, the Executive Board will present this proposal to the voting membership. Approval shall be by simple majority of the voting members.

#### **ARTICLE XI - RULES OF ORDER**

- 1) *Roberts' Rules of Order – Newly Revised* shall be adopted as the official parliamentary procedural guidelines for use in all FASP meetings where applicable and in which they are not inconsistent with these Bylaws.

#### **ARTICLE XII - SEAL**

- 1) Two seals of the Corporation are retained by the Secretary and the President and include the words, "Florida Association of School Psychologists, Inc."

#### **ARTICLE XIII - PERPETUATION**

- 1) The association shall exist in perpetuation unless otherwise dissolved.
- 2) Upon dissolution of FASP, the Executive Board shall see all just debts are paid. Any funds remaining shall be distributed to one or more qualified charitable or educational organizations to be selected by the Executive Board.