

~~OPERATIONS MANUAL~~ **BYLAWS**

of the

MONTANA ASSOCIATION of SCHOOL PSYCHOLOGISTS

1997

MONTANA ASSOCIATION OF PSYCHOLOGISTS OPERATIONS MANUAL

BY-LAWS

~~Purpose~~ **Mission** - The ~~purpose or~~ mission of the Association, not for profit, shall be:

To promote the educational and mental health of all children and youth and promote the interest of and to advance the profession of school psychology.

~~The mission of MASP is two-fold: (1) to promote and provide opportunities for professional growth to its members; (2) maintain a proactive role in developing standards and practices in education; (3) continue to impact local, state and federal legislative processes; (4) promote greater acceptance and understanding of School Psychologists as positive contributors to the education, development and mental health needs of children and youth.~~

Operations Manual **ByLaws**

The Operations Manual, **henceforth referred to as the By Laws of the Montana Association of School Psychologists**, shall define the purpose, function, policy, and procedures of the Association. It will be in a format that is readily accessible to those members making use of it, and readily modified when necessary. The **By Laws, formerly the Operations Manual**, shall be reviewed annually and may be amended by a majority vote of the Executive **Council Board**.

Any elected officer or committee chair may submit a written or oral request to the President or Executive Council in which is detailed a proposed change, in a current policy and procedure. Such proposed change, deletion, or addition shall include the existing policy and the proposed modification, as well as a rationale for such modification.

The Executive Council shall review and discuss the proposed modification in current practice. Final decision on the proposed modification shall be by majority vote of the Executive Council.

I. Policies and Procedures

A. Amendment of Constitution

- ~~The Constitution may be amended by a two-thirds majority of the votes cast at a business meeting of the Association.~~ A proposed amendment to the Constitution may be submitted by the Executive Council or by any member in good standing to be read at any business meeting of the Association. ~~Such amendments may be passed at the next business meeting by a two-thirds vote of the~~

proposed budget of that organizational unit. ~~These Activities and their~~ budgets shall be presented to the Executive Council for approval.

III. Membership

A. Types of Membership

1. Regular Membership

- a) Currently holds a Montana Class 6 license in school psychology ~~certified~~;
- b) Currently holds a Montana Class 5 license in school psychology;
- c) Involved in training of school psychologists at a college or university.

2. Student Membership

- a) Enrolled full time in a school psychology training program

3. Retired Membership

- a) Open to anyone who has retired from full-time employment in the field of school psychology

4. Associate Member

- a) An associate membership will be offered to anyone interested in the purposes of this organization, including those practicing in related fields and part-time students.

B. Membership Benefits

1. Regular Members, ~~Student Members and Retired Members:~~

- a) Participate in the election process; propose nominees for elected offices, and vote on matters affecting the membership at large. ~~Nominate for elected office~~
- b) ~~Vote for nominees of rejection for elected offices and on matters affecting the membership at large.~~
- c) Hold **elected** office.
- d) Serve on committees.
- e) ~~Receive all regular publications~~ Access to electronic content
- f) Receive a reduction in convention and workshop fees.
- g) ~~Receive membership cards and a certificate.~~

2. Associate **Members:**

- a) ~~Receive all regular publications.~~ **Access to electronic content**
- b) Receive a reduction in convention and workshop fees.
- c) Serve on committees.

C. **General Membership** Meetings

1. General business meetings shall be held ~~at least two times a~~ **minimum of one time** per year, usually ~~during~~ **in conjunction with** the Fall Conference ~~and or~~ Summer Institute. Written notice of the

time and place shall be given to each member at least 10 days in advance but not more than 50 days in advance. Written notice may be accomplished by announcement in the MASO newsletter on the MASP webpage.

2. The agenda will be similar **parallel** to the format used for Executive Council meetings. Meetings will address and inform members of general association business. ~~The Rules of Robert's Order, Revised, shall govern association business unless otherwise specified.~~

D. Discontinuance of Membership

1. Membership shall be ~~terminated~~ **discontinued** for nonpayment of dues ~~extending over a two-year period.~~
2. ~~Each member may be expelled from the Association for violation of the written codes of ethics.~~ **A member may be expelled from the Association for violation of the current code of ethics adopted by the National Association of School Psychologists**
3. Members shall be protected by written notification of considered expulsion and a hearing with the Executive Council.
4. Expulsion will be based on two-thirds vote of the Executive Council.

IV. Executive Council

A. Composition and Duties

1. **The Executive Council shall consist of the elected officers: President, President-Elect, Treasurer, Treasurer-Elect, and Secretary; the Past-President, and the NASP Delegate. These individuals will constitute the voting members of the Executive Council.** ~~and standing and ad hoc committee chairs as outlined in the Operations Manual. These individuals shall have voting status. Other, non-voting members of the Executive Council include the Ex-Officio members outlined in the Operations Manual. The Executive Council shall conduct all matters of business, administer policy, and make recommendations to the membership. The Executive Council shall be charged with conducting the continuing affairs of the Association and is the governing body of the Association.~~
2. **The Executive Council shall conduct all matters of business, maintain fiduciary responsibility for the fiscal health of the association, administer policy, and make recommendations to the membership. The Executive Council shall be charged with conducting the continuing affairs of the Association.**
3. ~~The Executive Council shall~~ **This includes approval of all Association activities, including administering the budget,**

calendar of activities, and Association meetings, including Council and general meetings, publications of the Association, and provide for the ongoing activities of the Association.

4. The President shall be responsible for the day-to-day operation of the Association within existing policies and procedures.
5. The Executive Council shall adhere to the **Constitution**, and implement **the** current Bylaws, policies, and procedures of the Association.
6. The Executive Council shall periodically review operational goals and objectives of the Association and adopt changes as deemed necessary.
7. The ~~President~~ **Executive Council** shall **establish** ~~in consultation with the Past-President, President-Elect, and Planning Committee, recommend~~ annual short- and long-range priorities. ~~for consideration and approval of the Executive Council.~~
8. ~~The President shall be responsible for presenting recommended changes in Association goals or objectives or their priority at the winter Executive Council meeting.~~

B. **Executive Council Meetings**

1. **Meeting participants shall include Executive Council members as stated above and any individual(s) invited by the President.**
2. The President shall be responsible for the selection of dates, times, and places for Executive Council meetings and the written notification of such meetings.
3. **Annual Meetings of the Executive Council shall be held at least three times per year. At least one meeting will be held in conjunction with a conference. Special meetings of the Executive Council may be called by the President when deemed necessary or by petition of a majority of the Executive Council. Notice shall be provided to members of the Executive Council.**
4. **Members of the Executive Council may participate in any meeting by conference telephone call with the conference call constituting presence in person at the meeting. The President may request action by the Executive Council between its regularly scheduled meetings by electronic mail ballot or telephone vote. Action taken by electronic mail ballot or telephone vote by a majority of all voting members of the Executive Council shall constitute a ballot action and shall be reported at the next meeting of the Executive Council.**

C. Policy

1. ~~Executive Council meetings shall be held at least three times per year, usually during the Fall Conference, Summer Institute, and once during January or February.~~
2. ~~Notices of Executive Council meetings or any change in the time~~

or place thereof must be preceded by written notice thereof to each Council member. Such notice shall specify the date, time, and place of the meeting but need not specify the purpose of the meeting or the business to be conducted. Such notice must be given not less than five, nor more than thirty days, prior to the meeting date and must be delivered personally to each Council member or mailed (including the sending of a telegram) to him/her at their address. If such notice is given by mail, it shall be deemed delivered when deposited in the United States mail, properly addressed and with postage prepaid thereon. If such notice is given by telegram, it shall be deemed delivered when the content of the telegram is delivered to the telegraph company.

3. Notwithstanding the foregoing requirements, a Council member may waive notice of the time and place of any regular or special meeting. Attendance at a regular or special meeting shall constitute a waiver of notice, except where the Council member attends a meeting for the express purpose of objecting to the conduct of business on the grounds that the meeting was not lawfully called or is not lawfully convened. A written statement is held, which recites knowledge of date, time, and place of such meeting and specifically waives notice thereof, shall be considered effective to dispense with the requirement for prior written notice to such Council members.

D. Procedures

E. Agendas

1. Policy

2. The President is responsible of the preparation of the agenda. **The recommended order of the agenda shall be:** The agenda usually will be in this order: Call to order, approval of previous meeting minutes, reports from the Executive Board **Council members**, committee chairpersons, announcements, **MASP NASP** delegate report, OPI and other liaison reports, old business, new business, and adjournment. The Treasurer and committee Chairperson are asked to **shall** make regular reports to the Executive Council. Written reports are encouraged **and distributed prior to the meeting.**

3. Procedures

F. Action by Executive Council Without Meeting

1. Any action or decision required or permitted to be taken at a regular or special meeting of the Executive Council may be taken or made without the convening of a formal meeting. Notice shall be provided to members of the Executive Council. Actions or decisions may be made using technology, provided all members of the Executive Council so consent in writing and set forth in the same writing the action or decision to be taken or made. Such

~~consent and writing shall have the same force and effect as a unanimous vote and may be described as such in any document executed by the Council.~~

G. Quorum

1. A quorum is defined as one more than half of the elected Executive Council members.
2. If a quorum of the Executive Council is not present, the meeting shall be adjourned for the purpose of voting on motions; however, reports from ~~persons~~ individuals may be made to the Executive Council.

V. Officers of the Association

A. Policy

1. ~~Elected officers of the Association shall consist of a President, President-Elect, Past-President, Secretary, Treasurer, and Treasurer-Elect. This body shall have administrative responsibility for the programs, policies, and goals of the Association and shall be known as the Executive Council.~~

B. Procedures

1. Exercise general management of the Association.
2. Authorize control and disbursement of Association funds and conduct business of the Association between regular annual business meetings.
3. Receive and act on reports of officers, committees, liaisons, and appointees.
4. Inform the membership of all Executive Council actions.
5. Comply with the powers and duties set forth in the Bylaws of the Association.

C. Duties

1. The elected officers of the Association shall have clear and specific responsibilities for programs as stated in the Bylaws of the Association. They shall exercise all the powers, duties, and rights of their office subject to the limitations and restrictions provided in the Bylaws of the Association. All elected officers shall attend Executive Council and Association meetings as voting members.

D. Positions

1. President

- a) The President shall preside over the meetings of the Executive Board and shall perform such other duties as are customary of the office. Specific responsibilities include:
 - (1) Preside at meetings of the Association
 - (2) Serve as Chair at Executive Council meetings and the annual business meetings of the Association.
 - (3) Appoint committee chairs.
 - (4) Authorize official communications necessary with other organizations, agencies, or persons.

- (5) Develop the calendar of official Association meetings and act as ex-officio member of all standing and ad hoc committees
- (6) Schedule all Executive Council meetings.
- (7) Establish the agenda for all Executive Council and business meetings.
- (8) Ensure that minutes are taken and preserved for all Executive Council meetings.
- (9) Assist in the development of annual goals and objectives and the budget.
- (10) Represent the Association in all duties which usually pertain to the office of the President of the Association.
- (11) Make appointments of MASP members to liaison groups.
- (12) In the absence of the Treasurer, the President temporarily serves as Treasurer.

2. President-Elect

- a) The President-Elect shall assist the Association President in all matters subject to the limitations and restrictions of the Bylaws of the Association. Specific responsibilities include:

- (1) Assume the duties of President in the absence of the latter at Executive Council or Association meetings or in the event of the death or incapacitation or resignation of the President.
- (2) Succeed to the office of President at the Summer Institute or at the beginning of the next fiscal year (July 1st).
- (3) Assume such other responsibilities as may be delegated by the President.
- (4) Represent the Association in all duties usually pertaining to the office of President-Elect.
- (5) Serve on the Planning Committee.
- (6) Be a voting member of the Executive Board and in the absence of the President serve as chairperson of the Executive Board.
- (7) Assist the President, as assigned, in the appointment of committees and the supervision of selected committee activities.
- (8) Consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

3. Past-President

- a) The Past-President shall serve the Association in a manner

which provides for smooth and effective continuity and/or transition from the activities and programs of the preceding year. Specific additional responsibilities include:

- (1) Act as Parliamentarian for all Executive Council and Association meetings.
- (2) Recommend the changes for the Operations Manual and supervise the collection of historical documents or information important to the Association.
- (3) Assume such responsibilities as may be delegated by the Association President.
- (4) ~~Attend Executive Council and Association meetings.~~
- (5) Maintain and develop Action Minutes at Executive Council meetings. Review initiatives and directives from meeting to meeting to insure consistency and to see is charges and activities were completed.

4. Secretary

a) The Secretary shall be responsible for the recording of the minutes of the Association's meetings. Specific responsibilities include:

- (1) ~~Be a voting member of the Executive Board.~~
- (2) Record minutes of Association meetings, Executive Board, and business meetings.
- (3) Maintain official records and correspondence.
- (4) Maintain a log of past and current minutes.
- (5) ~~Submit minutes for publication in the following newsletter~~ Prepare minutes for distribution to the general membership.
- (6) ~~Review initiatives and directives from meeting to meeting to insure consistency and to see is charges and activities were completed.~~
- (7) Assist the President in the arrangement and notification for all meetings of the Executive Board.
- (8) Order stationery and change letterhead as required.
- (9) Assume other responsibilities as delegated by the President and Executive Board.
- (10) ~~Attend Executive Board and Association meetings.~~

5. Treasurer

a) The Treasurer shall be responsible for overseeing the fiscal programs and activities of the Association and shall regularly report such information to the Executive Council. Specific responsibilities include:

- (1) Prepare, in consultation with the President and Executive Council, an annual budget.

- (2) Report to the Executive Council and Association periodic statements of receipts, expenditures, and current funds, and make recommendations as may be necessary on the basis of such information.
- (3) Ensure that an annual review of all receipts, expenditures, and current funds is conducted.
- (4) ~~Attending Executive Council and Association meetings.~~
- (5) Manage financial accounts.
- (6) ~~Writing checks~~ Make payments and reimbursements on the approval of the Executive Council ~~or membership.~~
- (7) Maintain a current membership list ~~and directory.~~
- (8) Maintain or develop, ~~as needed,~~ membership applications. ~~certificates of membership, and membership cards.~~
- (9) Provide annual notification of membership due dates.
- (10) Collect membership dues.
- (11) Act as fiscal agent for MASP grants.
- (12) Assist in the collection of meeting/institute fees.
- (13) File an Annual Report between January 1 and April 15 of each year with The Montana Secretary of State.
- (14) File IRS 990-N between July 1 and November 15 of each year. Failure to file this form with the IRS could cause MASP to lose non-profit status.

6. Treasurer-Elect

- a) The Treasurer-Elect shall assist the Treasurer in all matters subject to the limitations and restrictions of the Bylaws of the Association. Specific responsibilities include:
 - (1) Assume the duties of Treasurer in the absence of the latter at Executive Council or Association meetings or in the event of the death or incapacitation or resignation of the Treasurer.
 - (2) Succeed to the office of Treasurer during the second year of the Treasurer's term at the Summer Institute meeting or at beginning of the next fiscal year (July 1st).
 - (3) Assist in preparing annual budget.
 - (4) ~~Attend Executive Council and Association meetings.~~

7. Ex-Officio Officers

- a) ~~The Ex-Officio, non-voting members of this Association shall include the state Department representative,~~

committee appointments made by the President, and the NASP Delegate.

- b) ~~Ex-Officio members of the Association may participate in all meetings except executive sessions of the Executive Council. Any required participation would be at the discretion and invitation of the President.~~

E. Eligibility for Office

1. ~~Only Regular and Retired members of the Association who are in good standing and who residing within Montana are eligible to hold Association an elected office.~~

F. Terms of Office

1. ~~The term of office for President, President-Elect, Past-President, Secretary, and Treasurer-Elect shall be for one fiscal year, Terms of office shall be for one fiscal year beginning no later than July 1 and ending June 30 and ending one year later on or about June 30 except the Treasurer position.~~
2. ~~Election of President Elect constitutes a three year consecutive term; the individual elected shall serve as President Elect, followed by President then Past-President. Each of the three positions shall have a term of one year.~~
3. ~~Election of Treasurer Elect constitutes a three year consecutive term; the individual elected shall serve as Treasurer Elect for one year and the Treasurer position for two years.~~
4. Procedures
5. ~~The President, President-Elect, Past-President, Secretary, and Treasurer-Elect shall serve for, as defined in the Association Bylaws. The Treasurer shall serve for two fiscal years under the same time frame.~~
6. ~~No elected officer shall succeed him/herself.~~

G. Vacancies

1. ~~Vacancies which occur in any of the elected offices of the Association shall be fulfilled in accordance with the Bylaws of the Association and according to the below listed procedures.~~
2. Procedures
3. ~~When an elected officer has failed to attend two consecutive meetings of Executive Council or Association General business meetings, the President shall may convene the Executive Council in executive session to consider declaring the office vacant.~~
4. ~~In the event that the President or Treasurer does not complete a term of office, the President-Elect or Treasurer-Elect shall succeed to the unexpired term thereof and continue through the new term as President or Treasurer through the following year.~~
5. ~~In the event that the President-Elect or Treasurer-Elect is unable to serve out a full term of office, the Executive Board Council shall assign the duties of the office to a current member by majority~~

vote.

6. In the event that the President-Elect/Treasurer-Elect is unable to succeed to the Presidency or Treasury, the office of President and/or Treasurer and President-Elect and/or Treasurer-Elect shall be declared vacant and those offices shall be filled by a majority vote of the Executive Council.
7. In the event that any other officer is unable to complete a term of office, the President shall appoint, with ratification of the Executive Council, a successor to serve until the next election for that office.
8. Removal of officers from their elected ~~post~~ positions for due cause shall be the responsibility of the Executive Council. A two-thirds vote by the Executive Council shall constitute removal.

VI. NASP Delegate

- A. The NASP delegate has responsibilities at the National, State and individual member level:
 1. National Level
 - a) The Delegate shall represent the respective state in initiating, adopting, and amending policy of the National Association of School Psychologists.
 - b) ~~The Delegate shall be responsible for approving the Association's budget.~~
 - c) The Delegate shall become familiar with the Association mission, policy, procedures, and governance/committee structure.
 - d) The Delegate shall attend all ~~Delegate~~ Leadership Assembly meetings representing the respective state's issues, concerns and consensus regarding matters of the National Association and the profession of school psychology.
 - e) The Delegate shall communicate with the Association's members regarding NASP policies, procedures, strategic priorities, and initiatives.
 - f) The Delegate will collaborate with the members of the Executive Council to develop priorities, goals, and objectives.
 - g) ~~The Delegate shall inform the respective Regional Director (s) prior to scheduled Executive Board meetings of any issues, concerns, or other items to be presented on behalf of the Delegate's state.~~
 - h) ~~The Delegate shall attend all NASP sponsored regional meetings and provide assistance in planning regional meetings when appropriate. If the Delegate cannot attend, the Delegate and Regional Director shall work in consort in identifying a representative from the state who will assume~~

~~the responsibilities assigned to the Delegate and receive funding as appropriated to the Delegate.~~

2. State Level

- ~~a) The Delegate shall submit proposals for Commitment to Action funding or other special requests for assistance from the Association. Such requests shall be developed in consultation with the Regional Director (s).~~
- b) The Delegate shall develop and implement a membership recruitment and retention plan in consort with the NASP Membership committee.**
- c) The Delegate shall be aware of state issues regarding the profession and communicate with state, regional, and local school psychology associations, school psychology training programs and other pertinent groups.**
- ~~d) The Delegate shall insure dissemination as Association positions regarding professional and/or organizational matters to members within the state.~~
- e) The Delegate shall assist with public relation and public information activities to enhance the visibility of NASP within the state (e.g., attendance and displays at conventions, promoting NASP resourced through electronic media, media coverage, distribution of NASP public service announcements, etc.).**
- f) The Delegate shall facilitate the interface of NASP resources or needs with state resources or needs. The Delegate will be in contact and communicate with the school psychology training programs and networks of special interest groups and resources**

3. Individual Member Level

- a) The Delegate shall serve as a liaison between the National Association and the National Association's members in disseminating information and representing NASP members' concerns and ideas on NASP agenda items. The Delegate shall develop a plan of communication with National Association members in the state of Montana.**
- b) The Delegate shall welcome new National Association members from the state, informing them of NASP services and committees and offering to serve as a link to their participation in such activities.**

VII. Regional Directors

- ~~A. Regional directors shall be elected or appointed from designated areas of the state and serve as the representative for members in that area to the Executive Council of the Association. They shall act as communicator and facilitator in matters of mutual interest and concern to members and the Association. Specific responsibilities include:~~

- B. Serve as a voting member of the Executive Council.
- C. Represent both affiliated and non-affiliated Association members at meetings of the Executive Council.
- D. Represent the Association in meetings with local affiliates.
- E. Represent the Executive Council in matters of membership, nominations, publications, conferences, and ethical or professional concerns of members within their specific area.
- F. Assist local individuals in making application to the Association.
- G. Serve on committees or task forces as requested by the President.
- H. Encourage membership in the Association.
- I. Assist the regional activities chair in completing the annual membership directory and biannual membership survey.
- J. Serve in the Regional Activities Committee.

VIII. Finance

A. Annual Budget

1. The annual budget shall be prepared by the Treasurer and Treasurer-Elect. The Treasurer shall submit a projected annual budget to the Executive Council for adoption. This will involve prior collection of budgets from chairpersons and others anticipating expenses. The proposed budget shall be developed and adopted by the Executive Council before June 30.

2. Procedures

- a) The proposed budget shall be developed by June 30.
- b) The Treasurer shall request of each Officer and committee Chairperson budget needs by the final board meeting of the fiscal year.
- c) The Treasurer shall present the proposed budget for Executive Council adoption at the first meeting after July 31.

B. Investments

1. The Treasurer and Treasurer-Elect are authorized to find investments which provide safety, liquidity, and high yield.

C. Reimbursement Requests

1. Expenses shall be reimbursed to committee chairs and officers for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.
2. Requests for reimbursement shall conform to the limitations established by the board to include the following:
 - a) Auto travel to be reimbursed at actual gas costs state rate. Shared gas expenses are encouraged.
 - b) Executive Council members receive per diem at the state rate for the area of the activity unless meals are provided. at a rate of \$30 per day if overnight travel is involved.
 - c) Supplies and equipment, and phone costs necessary to

performance of duties.

- d) Mailings and related supplies.
- e) Duplicates and copying.
- f) Approved gifts, recognitions, and awards.
- g) Committee members seeking reimbursement shall have obtained prior approval of the expenditure from the committee chairperson.
- h) Receipts must accompany all requests for reimbursement except for mileage and per diem. The receipts ~~vouchers will~~ shall be submitted within sixty (60) days of the expenditure.
- i) Expenditures over \$50 and not included in the annual budget must have Executive Council approval.

D. ~~Fall Meeting/Summer Institute~~ Professional Development (Workshops, seminars, conferences, webinars, etc.)

- 1. The Association shall retain fiscal control over all meeting/institute monies.
- 2. ~~The CPD Professional Development chairperson(s), at or before the first meeting of the Executive Council after their yearly meeting, shall submit for approval a budget for the next meeting.~~
- 3. The convention budget shall also be included within the Association's annual budget, and all financial policies of the Association shall be applicable to convention operations.
- 4. The Executive Council shall maintain fiscal control over the operations of the annual convention operations.
- 5. The Treasurer acts as recipient of grant monies and is responsible for their disbursement.
- 6. Receipts must accompany all requests for reimbursement except for mileage and per diem.

E. Membership Dues

- 1. Membership dues shall be determined by the Executive ~~Board~~ Council.
 - a) A regular and associate membership: ~~pays \$40~~ 60.
 - b) Full-time school psychology student membership: \$0
 - c) Retired membership: \$30
 - d) ~~An associate member pays \$20.~~
- 2. ~~Membership category determines the amount of dues a member pays:~~
- 3. ~~The membership year runs July 1- June 30. dues are required annually and become due in the fall of each calendar year by July 1.~~
- 4. ~~Changes in the amount of dues required shall be handles as follows:~~
 - a) ~~The Treasurer shall prepare a recommendation for changes.~~
 - b) ~~The Executive Council, meeting in regular session, shall~~

accept, reject, or modify dues. the recommendations of the Treasurer. The amount of dues shall be set with final approval of the general membership.

5. Pro rata rated dues are not available.

IX. Nominations and Elections

A. Nominations and Elections Committee (Regional Activities Committee)

1. A nominating and elections committee shall be appointed annually by the President.
2. The Nominations and Elections Committee shall consist of Regional Directors with the Regional Activities Chairperson serving as chair.

B. Nominations and Elections Timelines

1. The Regional Activities Committee shall follow a timeline for nominations and elections, including:
 - a) Call for nominations at Fall Convention Conference and Winter Newsletter through April 1.
 - b) Nominations closing date.
 - c) Electronic Ballots will be issued mailed out by six weeks at least 30 days prior to the Spring General Business Meeting (constitution).
 - d) Paper ballots may be requested and must be returned 5 days prior to the Spring General Business Meeting.
 - e) Electronic ballot deadline 1 day prior to the Spring General Business Meeting.
 - f) Ballots mailed in or east at Summer Institute.
 - g) Announcement of results at Summer Institute Spring General Business Meeting.

C. The Nominations Process

1. For the offices of President-Elect, Secretary, Treasurer, and Treasurer-Elect, the Regional Activities Committee shall seek regular members to serve as candidates for these Association offices via a formal written call for nominations during the Fall meeting and Winter newsletter solicited from all regular members in good standing.
2. The call for nominations includes:
 - a) Office vacancies to be filled,
 - b) Deadline for written nomination receipt.
3. The Committee shall assure that each nominee shall possess the appropriate requirements for each office to be filled.
4. The Committee shall assure that each nominee is contacted regarding their willingness to serve in the office. The Committee shall present a slate containing no more than three nominees for each elected office.

D. The Election Process

1. For the offices of President-Elect, Secretary, Treasurer, and Treasurer-Elect:
 - a) Ballots shall include:
 - (1) Ballot form with candidates presented in the order of President-Elect, Secretary, Treasurer (if applicable), and Treasurer-Elect. A write-in opportunity of reach shall be available.
 - (2) Pertinent instructions, i.e., signature on front of envelope, including ballots only, and any special instructions.
 - (3) A description of each candidate.
 - (4) A deadline for returning the ballot.
 - b) Ballots shall be mailed first class to regular members in good standing at least six weeks prior to the Summer Institute.
 - c) Verification of membership status of voters shall be done by the Regional Activities Committee staff verifying the signature on the front of the ballot. Envelopes without signatures shall be discarded.
2. For the office of Regional Director:
 - a) ~~The same ballot procedure of the officer election may be followed or position vacancies may be filled by the Regional Activities Chair soliciting volunteers.~~
 - b) ~~The names of candidates for Regional Director can be submitted only by members residing within that Region and can be elected only by member of that region.~~
3. ~~Nominees shall be notified of election results by the Regional Activities Committee Chairperson in a timely manner. General membership shall be notified of the results, and the newly-elected officers will be in place at the opening general session at the Summer Institute (spring meeting).~~

X. Membership

XI. Committees: Committee members must be MASP members. The committees report directly to the Executive Council. The President, subject to a two-third vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use. There shall be standing and other ad hoc committees appointed to fulfill the function of the Association.

A. Continuing Professional Development

1. ~~All standing committees reports directly to the Executive Council.~~
2. ~~There shall be standing and other ad hoc committees appointed to fulfill the function of the Association.~~
3. ~~The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.~~
4. ~~Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.~~
5. ~~with the exception of the Executive Council, Nominations and Elections, Membership, Continuing Education Professional Development and Legislative Committees. Change or depletion of the preceding committees requires constitutional amendment.~~
6. ~~Other committees may be appointed by the President at any time.~~
7. ~~Polling of membership.~~
8. ~~An individual may chair no more than one standing committee.~~
9. ~~Duties of the Nominations and Elections Committee have been absorbed by the Regional Activities Committee.~~
10. ~~Duties of the Membership Committee have been absorbed by the Treasurer and Treasurer-Elect~~
11. Purpose
 - a. It is understanding of this Association that continuing Professional Development is a vital concern to the profession of School Psychology and the expansion of this program is a primary goal of the Association. Professional workshops and other professional activities should be available during the year throughout the state in order to provide psychologists the opportunity to expand knowledge, develop additional competencies, and enhance

professional skills. The Association will utilize its resources to sponsor these professional experiences and will provide assistance and expertise to affiliates to increase services to members.

- b. The committee shall may network with professional organizations and study the options for combining conferences.

12. Workshops

- a. The Fall Meeting Conference, Summer Institute and other association workshops are planned and organized by the Continuing Professional Development Committee and/or representatives. Planners are responsible for obtaining recruiting presenters with Executive Council approval, selecting facilities, setting the fee structure and developing the brochure for registration. All financial risks are assumed by the Association. Profits will be distributed to the Association's general account.
- b. Regional workshops are planned and organized by the Regional Director, Continuing Professional Development chairperson, their representatives, and the President will be available to assist in the planning. Costs for regional workshops will be included in the annual budget submitted by the Regional Activities Chair and will not exceed this amount without Executive Council approval.
- c. Workshops will may be advertised using the Association website, email contact lists, mailings, and other electronic formats. published in upcoming newsletters.
- d. Topics and presenters will be selected up to one year in advance with Executive Council approval in response to the member survey. Member input may be solicited.

13. Workshop Fees

- a. Fees shall be established by the Continuing Professional Development committee and approved by the Executive Council. A fee differential shall be established between the Association members and non-members.

14. Workshop Sites

- a. The Fall Conference and Summer Institute sites will be determined by the respective sub-committee group.
Conference Professional Development Committee.
- b. Site selection will be known one year in advance.

15. Handout Materials

- a. Additional handout materials may be purchased following workshop presentations. Fees for these materials shall be established to cover the charges of printing, postage, and handling.

16. CPD Certificates Renewal Units

- a. The Continuing Professional Development Committee will maintain approved provider status with the National Association of School Psychologists for NCSP renewal and with OPI for state licensure renewal. At each offering of professional development, attendees will be presented CPD certificates and OPI Renewal forms to those members accruing the required number of hours/units. at an Association meeting/workshop.

B. Role Awareness Committee Membership Involvement

1. Committee members must be MASP members
2. All standing The committees reports directly to the Executive Council.
3. Composition: Committee shall consist of at least 2 MASP members

4. ~~The Chairperson(s) shall be appointed by the President. The committee shall be selected by the Chairperson, and all committee members shall be Association members in good standing.~~
5. Purpose: To increase the involvement of school psychologists in the professional organization and to support and recognize school psychologists for their exemplary service in the field.
6. ~~To increase awareness of the role significant contributions school psychologists make to the community, psychological development of children and youth, as well as educational programs. This supports our organizational goal of providing quality psychological and educational services to children, their parents, and educators.~~
7. Functions
8. ~~The disseminate information (press releases, articles, and media interviews) which inform the public about the role and functions of school psychologists and MASP~~
9. To develop, when needed, membership policies for Executive Board adoption.
10. To conduct nominations and elections (see Section IX).
11. To coordinate MASP activities and attendee recognition at workshops.
12. To plan and coordinate activities to increase membership throughout the year.
13. In working with the CRB, personally invite applicant to participate in activities of regional and state associations,
14. Work with the Treasurer to develop a current yearly membership list.
15. Establish a procedure to remind and encourage current members to renew at the end of each membership year and the start of the new one.
16. Establish a procedure to follow-up on individuals who do not

renew membership (in collaboration with the Treasurer and Information Services committee);

17. In collaboration with Information Services and Professional Development committees, To promote and publicize major professional events, such as if applicable the annual convention and awards such as the School Psychologist of the Year and other significant happenings that may focus positive attention on individuals or the profession as a whole.
18. Maintain close working relationships with members of the NASP Public Relations Committee and contribute to the flow of helpful ideas and exemplary materials in the PR NETWORK
19. Write articles for the MASP newsletter which serve to inform and instruct MASP members regarding public relations opportunities and techniques. An annual article is due on March 15th.
20. Along with the MASP President and at least one other Executive Council member, plan and coordinate School Psychologist of the Year Award and Distinguished Service to MASP Award (See Pass Down Log)
21. Background: Established 1989-90. Awarded for outstanding service as a school psychologist. The Award focuses on an “in-district” School Psychologist one year, then alternates with a rural in-co-op based school psychologist.
22. Criteria: For outstanding service as a school psychologist. Criteria shall be outlined in call for nominations each year. (See Appendix E)
23. Service to students:
 - a. Assesses educational and psychological strengths and needs of individuals and groups of children.
 - b. Assists in the solution of problems through counseling.
 - c. Works with other specialist in planning and implementing

individualized educational programs:

24. Service to teachers:

- a.** Helps plan educational programs based upon identified strengths and needs of individuals or groups of children.
- b.** Works toward the solution of management problems of students whose learning or adjustment disabilities interfere with classroom activity.
- c.** Provides information and ideas on the application of psychological research and theory to the classroom.

25. Service to administrators:

- a.** Facilitates educational planning through research and consultation.
- b.** Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state, and federal sources.
- c.** Participated in the development and evaluation of programs and services.

26. Service to parents

- a.** Provides parents with information about the educational and psychological strengths and needs of their child.
- b.** Explores means by which parents and the school can work together more effectively to assist the child.
- c.** Expedites referrals to other specialists and agencies when appropriate
- d.** Offers educational programs concerned with child rearing and school-related topics.

27. Service to community agencies

- a.** Identifies children with special needs beyond the scope of school resources.
- b.** Provides information and interpretations which facilitate

~~service to children:~~

~~e. Serves as a school representative to help others understand school goals, needs, and operations:~~

~~d. Offers specialized educational programs and materials:~~

28. Service to the profession:

~~a. Sees his or her work as a constant search for knowledge about human behavior and uses such knowledge for the promotion of human welfare:~~

~~b. Advances school psychology through the application of psychological knowledge to the problems of the schools, with special attention to the interactions of the school system and the child:~~

~~c. Limits activities to those areas in which he or she is competent:~~

~~d. Governs his or her professional behavior by the Code of Ethics or NASP and the American Psychological Association:~~

~~e. Participates actively in appropriate local, regional, state and national professional organizations is a member of MASP:~~

C. Best Practices Committee

~~1. The Chairperson is appointed by the President:~~

~~2. Composition~~

~~3. The committee shall be selected by the Chairperson and includes a minimum of three persons, one of whom is the Chairperson. All committee members shall be Association members in good standing:~~

~~4. Purpose~~

~~5. The purpose of this committee is to identify and promote best practices in school psychology within the current service delivery system. It is the goal of the committee to improve the standards of~~

practice and to improve the quality of education for all students by making information on best practices in education and school psychology available to all who might benefit.

6. Functions

7. To investigate current issues in education.
8. To develop guidelines which define best practices in education.
9. To distribute information regarding best practices to individuals and organizations who might benefit.
10. Write articles for the MASP newsletter to Best Practices activities. An annual article is due on December 15, for publication in the winter newsletter.

D. Certification Committee Credentialing Review Board

1. Committee members must be MASP members
2. The committee consists of a chairperson appointed by the MASP President, NASP Delegate, a representative from a Montana university training program, and at least two members of the Association. The committee meets as often as the members deem necessary.
3. All standing committees report directly to the Executive Council.
4. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.
5. Purpose: The Certification Committee Credentialing Review Board will monitor and assist in development of policy concerning certification standards for Montana School Psychologists. It will also represent MASP in any matter concerning professional certification, or licensure, supervision or any effort to upgrade or change modification of current standards for training, practice, and licensure.
6. Functions

- a. To identify the current certification goals and needs of the organization.
- b. ~~To assist MASP in developing and obtaining upgraded certification standards and goals as needed.~~
- c. To provide information to school psychologists on certification.
- d. To represent MASP viewpoint **best practices** ~~on~~ **regarding** certification issues to other agencies.
- e. ~~To perform other duties as charged by the Executive Council.~~
- f. **To advocate for policies that align with national standards for training and practice.**

E. Ethics Committee

1. ~~Committee members must be MASP members~~
2. **This committee shall be composed of the chair and additional** ~~at least two~~ **members of the Association. Efforts will be made to ensure diversity in committee membership (i.e. region, experience).** ~~The chairperson is appointed by the President of the Association and is a member of the Executive Board~~
3. ~~All standing committees report directly to the Executive Council.~~
4. ~~The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.~~
5. ~~Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.~~
6. **Purpose**
 - a. ~~To educate school psychologists and the general public about principles of ethical and professional conduct for school psychologists.~~

- b. To provide information to school psychologists who have questions regarding their own professional ethics and conduct.
- c. To investigate and attempt to resolve situations in which members of the public or school psychologists question the ethics and conduct of the members of the Montana Association of School Psychologists.
- d. To perform other duties as charged by the President and Executive Board.
- e. Ensure opportunities for professional development in the area of ethics and professional conduct, ideally at least once every three years.

7. Functions

- a. ~~Identify and investigate issues related to the public and private practice of school psychology in the areas of:~~
 - 1. ~~Training, certification, and licensure~~
 - 2. ~~Ethics, standards, and professional conduct~~
 - 3. ~~Legal concerns and activities~~
- b. ~~Investigate allegations of unethical practices by a member, according to procedures established by the Ethics Committee (see Appendix)~~
- c. ~~Interpret the Code of Ethics of the Association and report specific interpretations to the membership.~~
- d. ~~Review the Code of Ethics.~~
- e. ~~To submit a yearly article to the NASP newsletter in reference to committee functions or ethical issues.~~

F. Governmental Affairs Committee Advocacy, Government and Public Relations

- 1. Composition: Advocacy, Government and Public Relations
Committee consists of a chair and members of the Association who

must be voting members of MASP.

- a. ~~Committee members must be MASP members~~
 - b. ~~The Governmental Affairs Committee Advocacy, Government and Public Relations Committee consists of at least two a chair and members of the Association. The committee chairperson shall be a member of the Executive Board. Committee members must be voting members of MASP. The committee meets as often as the members deem necessary.~~
2. Purpose: To educate **inform** members of pertinent **relevant** legislative issues and to educate legislators on the profession of School Psychology, and the positions of the ~~organization~~ **Association**.
 3. ~~All standing committees report directly to the Executive Council.~~
 4. ~~There shall be standing and other ad hoc committees appointed to fulfill the function of the Association.~~
 5. ~~The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.~~
 6. ~~Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.~~
 7. Functions
 - a. ~~To develop a legislative platform based on goals and philosophy of MASP members.~~
 - b. ~~To increase committee members' understanding of the legislative process.~~
 - c. ~~To increase political awareness and activism at the regional level.~~
 - d. ~~To monitor, support and initiate legislation which furthers~~

~~the goals stated in the legislative platform.~~

- ~~e. To formulate positions on political/legal issues which are relevant to school psychologists.~~
- ~~f. To ensure continued implementation of a legislative network in order to enhance communication between the legislative~~
- ~~g. Committee and MASP membership.~~
- ~~h. To write letters, attend hearings, and meet legislatures.~~
- ~~i. To compile and submit a yearly written report to the MASP Newsletter in reference to the committee functions, minutes of the meetings, and legislative information.~~

G. Newsletter Information Services

1. Composition: **The Information Services Committee consists of a chair and members of the Association.** ~~The editor shall be appointed by the President subject to approval of the Executive Council. Assistant editors may be selected by the editor.~~
2. Purpose: ~~The MASP Newsletter will provide a medium for MASP members to be informed regarding MASP activities and business. It will also help keep members informed regarding important school psychology matters at state and national levels. It also will serve as one means of communicating with other related organizations.~~ **Information Services will inform members of important School Psychology matters at the state and national levels. The committee will maintain several platforms to facilitate communication between the Association and its members on issues relevant to the practice of School Psychology.**
3. ~~Coordinate Association awards and recognitions, updated~~ **Maintain lists of School Psychologists and current MASP members in Montana.**
4. **Collaborate with Executive Council and other committees**

regarding member information.

5. It will maintain products promoting MASP and profession of School Psychology (MASP store). Product promotions will be approved by the committee.

6. Functions

- a. The newsletter is published according to a schedule determined by the Executive Council.
- b. It will include regular columns as follows:
- c. President – each issue
- d. Committees – once per year for each committee with the reports distributed among the issues.
- e. Regional Directors – a Director report each issue rotating the responsibility through the five regions.
- f. NASP delegate – according to the delegate’s wishes.
- g. It will include business meeting minutes in the issue following each meeting.
- h. It will call for nominations of officers annually.
- i. It will include meeting and Summer Institute registration forms in appropriate issues.
- j. It will include other MASP business/activities items as directed by the President of Executive Council.
- k. It will include items of interest to the membership as determined by the President or Executive Council and Editor (s).
- l. The Newsletter issues will be exchanged with other related professional organizations in Montana and other MASP affiliated newsletters.

H. Crisis Response

1. Composition: The chair and members of the Association who have been certified as trainers in NASP’s PREPaRE curriculum or other

NASP-endorsed training as approved by the Executive Council.

2. **Purpose:** Provide professional resources, consultation, and support related to best practices in the crisis prevention and intervention to schools in Montana when requested by the membership.

I. The Planning Committee

1. Composition: The committee consists of: chairperson, past, present and President-elect. The committee chair is a member of the Executive Council.
2. Purpose: To identify and assist both committee chairpersons and the Executive Council in developing comprehensive organizational goals. This involves helping individual committee chairs develop goals, plans and networking committees to reduce duplication of effort. On a biannual basis assist the President at mid-winter conference to set goals and objectives until the next biannual planning session.
3. Functions
 - a. Carry out assignments of the Executive Council.
 - b. Help committee chairs develop goals, problem statements, objectives and timeliness. Keep records of each committee.
 - c. On a biannual basis, co-chair with President, mid-winter Executive Council session. Purpose to help set organizational and committee goals for the next biennium.
 - d. Network with Chairs of Role Awareness, Continuing Education and Regional Directors to plan surveys for developing the two year plan.
 - e. Submit a yearly article to the MASP Newsletter dealing with Committee news or activities.

J. Best Practices Committee

1. Composition: The Chairperson is appointed by the President. The committee shall be selected by the Chairperson and includes a

~~minimum of two persons, one of whom is the Chairperson. All committee members shall be Association members in good standing.~~

2. ~~Purpose:The purpose of this committee is to promote alternative service delivery and best practices in the schools of Montana.~~

3. ~~Functions~~

- ~~a. To increase the awareness of Montana educational professionals of service delivery options, and of information and resources available to facilitate provision of alternative services.~~
- ~~b. To promote professional skill development necessary for alternative services.~~
- ~~c. To promote system level conditions which encourage provision of alternative service delivery.~~
- ~~d. Write articles for the MASP newsletter on best practice activities.~~

K. Regional Activities Committee

1. Chairman is appointed by the President.

2. ~~Functions~~

- ~~a. Assemble when necessary to conduct the business of the Committee:~~
 - ~~1. To develop membership policies for Executive Board adoption.~~
 - ~~2. To conduct nominations and elections (see Section IX).~~
 - ~~3. To coordinate regional activities and workshops.~~
 - ~~4. To stimulate activities to increase membership throughout the year.~~
 - ~~5. To prepare and publish an annual membership directory.~~

6. To prepare and conduct a biannual needs assessment/membership survey.

3. Procedures

- a. Upon resist of ideas from the Executive Council, implement plans to develop membership policy and present policy back to Board for adoption.
- b. Upon awareness of new area school psychologist personally invite applicant to participate in activities of regional and state associations;
- c. Send name and address of new or potential members to Treasurer and newsletter editor.
- d. Establish a procedure to follow-up on individuals who do not renew membership (in consultation with the Treasurer).

XII.

XIII. Committees

A. Continuing Professional Development

1. Committee members must be MASP members
2. All standing committees report directly to the Executive Council.
3. There shall be standing and other ad hoc committees appointed to fulfill the function of the Association.
4. The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.
5. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.
6. with the exception of the Executive Council, Nominations and Elections, Membership, Continuing Education Professional Development and Legislative Committees. Change or depletion of the preceding committees requires constitutional amendment.
7. Other committees may be appointed by the President at any time.
8. Polling of membership.
9. An individual may chair no more than one standing committee.
10. Duties of the Nominations and Elections Committee have been

absorbed by the Regional Activities Committee.

11. Duties of the Membership Committee have been absorbed by the Treasurer and Treasurer-Elect

12. Purpose

- a)** It is understanding of this Association that continuing Professional Development is a vital concern to the profession of School Psychology and the expansion of this program is a primary goal of the Association. Professional workshops and other professional activities should be available during the year throughout the state in order to provide psychologists the opportunity to expand knowledge, develop additional competencies, and enhance professional skills. The Association will utilize its resources to sponsor these professional experiences and will provide assistance and expertise to affiliates to increase services to members.
- b)** The committee shall **may** network with professional organizations and study the options for combining conferences.

13. Workshops

- a)** The Fall Meeting **Conference**, Summer Institute and **other** association workshops are planned and organized by the **Continuing** Professional Development Committee and/or representatives. Planners are responsible for **obtaining recruiting** presenters **with Executive Council** approval, selecting facilities, setting the fee structure and developing the brochure for registration. All financial risks are assumed by the Association. Profits will be distributed to the Association's general account.
- b)** ~~Regional workshops are planned and organized by the Regional Director, Continuing Professional Development chairperson, their representatives, and the President will be available to assist in the planning. Costs for regional workshops will be included in the annual budget submitted by the Regional Activities Chair and will not exceed this amount without Executive Council approval.~~
- c)** Workshops ~~will~~ **may** be advertised using the Association website, email contact lists, mailings, and other electronic formats. ~~published in upcoming newsletters.~~
- d)** Topics and presenters will be selected up to one year in advance **with Executive Council approval** ~~in response to the member survey.~~ **Member input may be solicited.**

14. Workshop Fees

- a)** Fees shall be established by the ~~Continuing Professional Development committee~~ **and approved by the Executive**

Council. A fee differential shall be established between the Association members and non-members.

15. Workshop Sites

- a) The Fall Conference and Summer Institute sites will be determined by the respective sub-committee group.
Conference-Professional Development Committee.
- b) Site selection will be known one year in advance.

16. Handout Materials

- a) Additional handout materials may be purchased following workshop presentations. Fees for these materials shall be established to cover the charges of printing, postage, and handling.

17. CPD Certificates-Renewal Units

- a) The Continuing-Professional Development Committee will maintain approved provider status with the National Association of School Psychologists for NCSP renewal and with OPI for state licensure renewal. At each offering of professional development, attendees will be presented CPD certificates and OPI Renewal forms to those members accruing the required number of hours/units. at an Association meeting/workshop.

B. Role Awareness Committee

1. Composition

- 2. The Chairperson(s) shall be appointed by the President. The committee shall be selected by the Chairperson, and all committee members shall be Association members in good standing.

3. Purpose

- 4. To increase awareness of the role significant contributions school psychologists make to the community, psychological development of children and youth, as well as educational programs. This supports our organizational goal of providing quality psychological and educational services to children, their parents, and educators.

5. Functions

- 6. The disseminate information (press releases, articles, and media interviews) which inform the public about the role and functions of school psychologists and MASP
- 7. To publicize major professional events, such as, if applicable, the annual convention, awards such as the School Psychologist of the Year and other significant happenings that may focus positive attention on individuals or the profession as a whole
- 8. Maintain close working relationships with members of the NASP Public Relations Committee and contribute to the flow of helpful ideas and exemplary materials in the PR NETWORK
- 9. Write articles for the MASP newsletter which serve to inform and instruct MASP members regarding public relations opportunities

and techniques. An annual article is due on March 15th.

C. School Psychologist of the Year Award (Established 1989-90)

1. Background: Established 1989-90. Awarded for outstanding service as a school psychologist. The Award focuses on an "in-district" School Psychologist one year, then alternates with a rural in-co-op based school psychologist.
2. Criteria: For outstanding service as a school psychologist. Criteria shall be outlined in call for nominations each year. (See Appendix E)
3. Service to students:
4. Assesses educational and psychological strengths and needs of individuals and groups of children.
5. Assists in the solution of problems through counseling.
6. Works with other specialist in planning and implementing individualized educational programs.
7. Service to teachers:
8. Helps plan educational programs based upon identified strengths and needs of individuals or groups of children.
9. Works toward the solution of management problems of students whose learning or adjustment disabilities interfere with classroom activity.
10. Provides information and ideas on the application of psychological research and theory to the classroom.
11. Service to administrators:
12. Facilitates educational planning through research and consultation.
13. Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state, and federal sources.
14. Participated in the development and evaluation of programs and services.
15. Service to parents
16. Provides parents with information about the educational and psychological strengths and needs of their child.
17. Explores means by which parents and the school can work together more effectively to assist the child.
18. Expedites referrals to other specialists and agencies when appropriate
19. Offers educational programs concerned with child-rearing and school-related topics.
20. Service to community agencies
21. Identifies children with special needs beyond the scope of school resources.
22. Provides information and interpretations which facilitate service to children.
23. Serves as a school representative to help others understand school goals, needs, and operations.

24. Offers specialized educational programs and materials.
25. Service to the profession:
26. Sees his or her work as a constant search for knowledge about human behavior and uses such knowledge for the promotion of human welfare.
27. Advances school psychology through the application of psychological knowledge to the problems of the schools, with special attention to the interactions of the school system and the child.
28. Limits activities to those areas in which he or she is competent.
29. Governs his or her professional behavior by the Code of Ethics or NASP and the American Psychological Association.
30. Participates actively in appropriate local, regional, state and national professional organizations is a member of MASP.
31. Best Practices Committee
32. The Chairperson is appointed by the President.
33. Composition
34. The committee shall be selected by the Chairperson and includes a minimum of three persons, one of whom is the Chairperson. All committee members shall be Association members in good standing.
35. Purpose
36. The purpose of this committee is to identify and promote best practices in school psychology within the current service delivery system. It is the goal of the committee to improve the standards of practice and to improve the quality of education for all students by making information on best practices in education and school psychology available to all who might benefit.
37. Functions
38. To investigate current issues in education.
39. To develop guidelines which define best practices in education.
40. To distribute information regarding best practices to individuals and organizations who might benefit.
41. Write articles for the MASP newsletter to Best Practices activities. An annual article is due on December 15, for publication in the winter newsletter.

D. Certification Committee Credentialing Review Board

1. Committee members must be MASP members
2. The committee consists of a chairperson appointed by the MASP President, NASP Delegate, a representative from a Montana university training program, and at least two members of the Association. The committee meets as often as the members deem necessary.
3. All standing committees report directly to the Executive Council.
4. Any duly constituted committee may poll the membership for any

kind of survey of related data which it feels is warranted of the committee's use.

5. Purpose

- a) The Certification Committee Credentialing Review Board will monitor and assist in development of policy concerning certification standards for Montana School Psychologists. It will also represent MASP in any matter concerning professional certification, or licensure, supervision or any effort to upgrade or change modification of current standards for training, practice, and licensure.

6. Functions

- a) To identify the current certification goals and needs of the organization.
- b) ~~To assist MASP in developing and obtaining upgraded certification standards and goals as needed.~~
- c) To provide information to school psychologists on certification.
- d) To represent MASP viewpoint best practices on regarding certification issues to other agencies.
- e) ~~To perform other duties as charged by the Executive Council.~~
- f) To advocate for policies that align with national standards for training and practice.

E. Ethics Committee

1. Committee members must be MASP members
2. This committee shall be composed of the chair and additional at least two members of the Association. Efforts will be made to ensure diversity in committee membership (i.e. region, experience). ~~The chairperson is appointed by the President of the Association and is a member of the Executive Board~~
3. All standing committees report directly to the Executive Council.
4. The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.
5. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.
6. Purpose
 - a) ~~To educate school psychologists and the general public about principles of ethical and professional conduct for school psychologists.~~
 - b) To provide information to school psychologists who have questions regarding their own professional ethics and conduct.
 - c) To investigate and attempt to resolve situations in which

members of the public or school psychologists question the ethics and conduct of the members of the Montana Association of School Psychologists.

- d) To perform other duties as charged by the President and Executive Board.
- e) Ensure opportunities for professional development in the area of ethics and professional conduct, ideally at least once every three years.

7. Functions

- a) ~~Identify and investigate issues related to the public and private practice of school psychology in the areas of:~~
 - (1) ~~Training, certification, and licensure~~
 - (2) ~~Ethics, standards, and professional conduct~~
 - (3) ~~Legal concerns and activities~~
- b) ~~Investigate allegations of unethical practices by a member, according to procedures established by the Ethics Committee (see Appendix)~~
- c) ~~Interpret the Code of Ethics of the Association and report specific interpretations to the membership.~~
- d) ~~Review the Code of Ethics.~~
- e) ~~To submit a yearly article to the NASP newsletter in reference to committee functions or ethical issues.~~

F. Governmental Affairs Committee-Advocacy, Government and Public Relations

1. Composition

- a) Committee members must be MASP members
- b) ~~The Governmental Affairs Committee~~ Advocacy, Government and Public Relations Committee consists of at least two a chair and members of the Association. ~~The committee chairperson shall be a member of the Executive Board.~~ Committee members must be voting members of MASP. ~~The committee meets as often as the members~~

deem necessary.

2. All standing committees report directly to the Executive Council.
3. There shall be standing and other ad hoc committees appointed to fulfill the function of the Association.
4. The President, subject to a two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion or change of a standing committee.
5. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted of the committee's use.

G.

Purpose

To educate inform members of pertinent relevant legislative issues and to educate legislators on the profession of School Psychology, and the positions of the organization Association.

Functions

1. To develop a legislative platform based on goals and philosophy of MASP members.
2. To increase committee members' understanding of the legislative process.
3. To increase political awareness and activism at the regional level.
4. To monitor, support and initiate legislation which furthers the goals stated in the legislative platform.
5. To formulate positions on political/legal issues which are relevant to school psychologists.
6. To ensure continued implementation of a legislative network in order to enhance communication between the legislative committee and MASP membership.
7. To write letters, attend hearings, and meet legislatures.
8. To compile and submit a yearly written report to the MASP Newsletter in reference to the committee functions, minutes of the meetings, and legislative information.

A. Newsletter Information Services

Composition

The editor shall be appointed by the President subject to approval of the Executive Council. Assistant editors may be selected by the editor. The Information Services Committee consists of a chair and members of the Association.

Purpose

The MASP Newsletter will provide a medium for MASP members to be informed regarding MASP activities and business. It will also help keep members informed regarding important school psychology matters at state and national levels. It also will serve as one means of communicating with other related organizations.

Information Services will inform members of important School Psychology matters at the state and national levels. The committee will maintain several platforms to facilitate communication between the Association and its members on issues relevant to the practice of School Psychology.

The committee will coordinate Association awards and recognitions, updated lists of School Psychologists and current MASP members in Montana. It will also maintain products promoting MASP and profession of School Psychology (MASP store). Product promotions will be approved by the committee.

Functions

1. The newsletter is published according to a schedule determined by the Executive Council.
2. It will include regular columns as follows:
 - a. President – each issue
 - b. Committees – once per year for each committee with the reports distributed among the issues.
 - c. Regional Directors – a Director report each issue rotating the responsibility through the five regions.
 - d. NASP delegate – according to the delegate’s wishes.
1. It will include business meeting minutes in the issue following each meeting.
2. It will call for nominations of officers annually.
3. It will include meeting and Summer Institute registration forms in appropriate issues.
4. It will include other MASP business/activities items as directed by the

President of Executive Council:

5. It will include items of interest to the membership as determined by the President or Executive Council and Editor (s).
6. The Newsletter issues will be exchanged with other related professional organizations in Montana and other MASP-affiliated newsletters.

A. Crisis Response

Composition

The committee shall consist of the chair and members of the Association who have been certified as trainers in NASP's PREPaRE curriculum or other NASP-endorsed training as approved by the Executive Council.

Purpose

The committee shall provide professional resources, consultation, and support related to best practices in the crisis prevention and intervention to schools in Montana when requested by the membership.

B.

C. The Planning Committee

Composition

The committee consists of: chairperson, past, present and President-elect. The committee chair is a member of the Executive Council.

Purpose

To identify and assist both committee chairpersons and the Executive Council in developing comprehensive organizational goals. This involves helping individual committee chairs develop goals, plans and networking committees to educe duplication of effort. On a biannual basis assist the President at mid-winter conference to set goals and objectives until the next biannual planning session.

Functions

1. Carry out assignments of the Executive Council.
2. Help committee chairs develop goals, problem statements, objectives and timeliness. Keep records of each committee.
3. On a biannual basis, co-chair with President, mid-winter Executive Council session. Purpose to help set organizational and committee

goals for the next biennium.

4. Network with Chairs of Role Awareness, Continuing Education and Regional Directors to plan surveys for developing the two year plan.
5. Submit a yearly article to the MASP Newsletter dealing with Committee news or activities.

A. Best Practices Committee

The Chairperson is appointed by the President.

Composition

The committee shall be selected by the Chairperson and includes a minimum of two persons, one of whom is the Chairperson. All committee members shall be Association members in good standing.

Purpose

The purpose of this committee is to promote alternative service delivery and best practices in the schools of Montana.

Functions

1. To increase the awareness of Montana educational professionals of service delivery options, and of information and resources available to facilitate provision of alternative services.
2. To promote professional skill development necessary for alternative services.
3. To promote system level conditions which encourage provision of alternative service delivery.
4. Write articles for the MASP newsletter on best practice activities.

A. Regional Activities Committee

Chairman is appointed by the President.

Functions

Assemble when necessary to conduct the business of the Committee.

1. To develop membership policies for Executive Board adoption.
2. To conduct nominations and elections (see Section IX).
3. To coordinate regional activities and workshops.
4. To stimulate activities to increase membership throughout the year.
5. To prepare and publish an annual membership directory.

6. To prepare and conduct a biannual needs assessment/membership survey.

Procedures

1. Upon receipt of ideas from the Executive Council, implement plans to develop membership policy and present policy back to Board for adoption.
2. Upon awareness of new area school psychologist personally invite applicant to participate in activities of regional and state associations.
3. Send name and address of new or potential members to Treasurer and newsletter editor.
4. Establish a procedure to follow-up on individuals who do not renew membership (in consultation with the Treasurer).

APPENDIX A

Duties of Committee Chairpersons

The general duties of all committee chairpersons include the following:

1. Scheduling and conducting meetings as necessary to fulfill the responsibilities of the committee.

Each committee should meet at least twice a year; some may need to meet as much as monthly. At the beginning of each year, committee chairpersons should communicate with committee members to determine a mutually convenient schedule of meeting dates, times, and locations. Whenever possible, committee meetings should be scheduled shortly before Executive Council meetings so that current reports can be made at the next Board Meeting.

1. Responsibility of minutes of meetings.

Committee chairpersons may arrange for the taking of minutes as needed at each meeting. Although the person taking the minutes may simply jot down abbreviated notes at the time of the meeting, the notes should later be rewritten in an easily understood form. Minutes may include the date and place of meeting, persons in attendance, and essentials of the business transacted. Copies of the minutes of all meetings may be sent to the President and all committee members.

1. Establishing annual goals for the committee in conjunction with the committee members where possible and presenting those goals to the Executive Council in writing no later than the Fall Executive Council meeting.

1. Presenting interim reports of committee activities at each meeting of the Executive Board.

If the chairperson is not able to be present, a replacement should be designated to deliver the report. If a committee report includes a resolution to be acted upon by the Executive Council, this resolution must be presented in writing. A written report of committee activities should also be sent to the newsletter editor for inclusion at predetermined dates.

1. Keeping the chairperson's notebook up to date.

This should include at least copies of goals for the year, minutes, reports, and year-end summary, Constitution, Operations Manual, and Position Papers.

Tips for Committee Chairperson

1. Send memos before each meeting.

2. With the notice of the first meeting, include a map to the meeting location; any background materials needed to conduct business; a list of committee members' names, addresses, phone numbers.

RADIO AND TELEVISION SPOTS

1. In conjunction with Fall conference (and other times throughout the year), the Role Awareness committee will provide promotional spots for radio or television. A letter (appendix I), promotional tape and fact sheet about the organization (appendix II) is submitted to the station.
 - a. The Role Awareness committee and NASP delegate have Public Service Announcements for television. These tapes generally contain 5 segments, short 15-30 second announcements about topics such as: listening, discipline and other parenting or educational tips. The committee chair or Regional Director selects one person to be the contact person with the radio or television station. This contact person then applies for a community service spot (usually free of charge). The tape is then shown by the station for 1 week; they will only show ONE of the vignettes, so select one topic. These tapes are generally discarded by the station unless PRIOR arrangements are made to pick it up. PLEASE make arrangements to pick these up. The contact person then will notify the Role Awareness chair, so the tape can be forwarded to the next region for viewing.
 - b. A letter explaining about MASP/NASP services and designation of non-profit status may be included for the station. Many do not request this. The majority of stations have their own form requesting community service topics and they select which tapes to show.

CHILDREN'S FUND

1. Each year MASP must select an item for inclusion in the NASP Children's Fund auction at the NASP National Convention. The Role Awareness Committee will provide a yearly selection of an item from a Montana artist for consideration by the executive board. A \$150.00 dollar budget authority must include the art object and shipping and handling (including framing, etc.). Previous items have included artwork, a basket of Montana made items, a vacation stay at Big Sky condo, Montana books. The \$150.00 budget allotment does not come out of the Role Awareness budget.
2. The NASP delegate will be presented with any Montana Promotional items provided by the State Office of Tourism. The Role Awareness Committee will provide information to the State Tourism Board about the children's fund and the National School Psychologists Conference.