

CONSTITUTION OF THE
MONTANA ASSOCIATION OF SCHOOL PSYCHOLOGISTS

ARTICLE I

Name

The name of this organization shall be the Montana Association of School Psychologists.

ARTICLE II

Purpose

The purpose of the Association shall be through research and educational activities:

- To develop school psychology as a science and profession.
- To advance the education and training of school psychologists.
- To promote ethical principles and practices in the field of school psychology.
- To enhance and protect the rights and welfare of children and youth.

ARTICLE III

Membership

Section 1- Classes of membership within the Association shall include regular members, associate members, student members, and retired members. Descriptions of membership classes shall be contained in the Operations Manual.

~~Section 1- Membership is open to anyone who is:~~

- ~~Currently certified by the state of Montana and functioning as a school psychologist;~~
- ~~Trained as a school psychologist but functioning as a consultant or supervisor in school psychological services;~~
- ~~Involved in training of school psychologists at a college or university.~~

~~Section 2- Associate Member~~

~~An associate membership will be offered to anyone interested in the purposes of this organization. This would include individuals practicing in related fields, as well as students enrolled in school psychology programs. Dues would be one half of the regular rate, and such members would receive all mailings but would not receive voting privileges, membership cards, nor certificates. This membership will have nonvoting status.~~

Section 2 - Discontinuance of Membership

Membership shall be terminated for nonpayment of dues extending over a two-year period.
A member may be expelled from the Association for violation of the current code of ethics adopted by the National Association of School Psychologists.
Members shall be prosecuted by written notification of considered expulsion, a hearing with the Executive Council, and right of appeal.
Expulsion will be based on two-thirds vote of the Executive Council.

ARTICLE IV

Officers and Directors

Section 1 Officers

The officers of the Association shall be the President, the President-elect, Past-President, the Secretary, the Treasurer, and Treasurer-elect. Voting members shall include elected officers and the NASP delegate. All voting members shall be members of the Association.

The names of candidates for elective offices shall be submitted to a nominations committee, appointed by the Executive Council, or by petition. Candidates shall be elected to office by vote of the membership at the annual fall meeting.

All Officers shall serve in office for one year, with the exception of the Treasurer, which is two years.

No elected Officer may succeed himself.

In the event that the President shall not serve out his/her full term for any reason, the President-elect shall succeed to the unexpired term thereof and continue as President through the following year.

In the event that the Treasurer shall not serve out his/her full term for any reason, the Treasurer-elect shall succeed to the unexpired term thereof and continue as Treasurer through the following year.

The Executive Council, by majority vote, shall fill any vacancy created in an elected, unexpired office.

Removal of Officers from their elected post for due cause shall be the responsibility of the Executive Council. A two-thirds vote by the Executive Council shall constitute removal.

Section 2 Regional Directors

~~There shall be five Regional Directors of the Association, one from each geographical area represented by the Comprehensive Mental Health regions.~~

~~It will be the responsibility of the current Regional Director to develop a process leading to the appointment of his or her successor at the completion of term. The name of this successor will then be forwarded to the Secretary.~~

~~Each Director shall be a member of the Association.~~

~~Initially three Regional Directors will be elected for a two-year term and two for a one-year term and thereafter all for two terms.~~

~~Responsibilities of Regional Directors shall include the following:~~

- ~~Organize regional and sub-regional meetings;~~
- ~~Submit newsletter articles on activities when appropriate;~~
- ~~Solicit members;~~
- ~~Give a membership report at each business meeting;~~
- ~~Provide feedback to their constituents regarding what MASP is doing;~~
- ~~Participate as members of the Nominations and Elections Committee.~~

~~Procedures for filling a vacancy among the Regional Directors and for removing a Regional Director from his/her elected post shall be the same as those pertaining to the elected officers.~~

ARTICLE V

Government

Section 1 Executive Council

The Executive Council shall consist of the following persons:

- Elected officers
- Chairpersons of standing and ad hoc committees
- NASP delegate

Past President

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.

Description of officer duties shall be outlined in the Operations Manual.

Section 2 Meetings of Executive Council

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 as described in the Operations Manual. Notice shall be provided to members of the Executive Council, and the usual order of business shall be described in the Operations Manual.

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.

Actions by Executive Council without meeting. 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 as outlined in the Operations Manual.

Section 2 Duties of Officers

President

- ~~To preside at all meetings of the Association.~~
- ~~To act as chairman of the Executive Council of the Association.~~
- ~~To perform the duties which are incident to this office or are required of him by vote of the Executive Council.~~
- ~~Term of office shall be one year beginning June 1.~~

President-elect

- ~~To assume the responsibilities of the President in his absence or whenever requested by him.~~
- ~~To perform those duties which are incident to the office of Vice President or as required of him by vote of the Executive Council.~~
- ~~To make arrangements for and coordinate summer business meetings. This work will begin prior to assuming Presidency June 1.~~
- ~~Term of office shall be one year beginning June 1.~~

Secretary

- ~~To take the minutes of the proceedings of the Executive Council and the business meetings.~~
- ~~To arrange for all meetings of the Executive Council.~~
- ~~To assume responsibility for ordering stationery and for making changes on the letterhead as required.~~
- ~~To send notices of all meetings to members.~~
- ~~To revise the Constitution and the bylaws when changes are made and send revised copies to all current members.~~
- ~~Term of office shall be one year beginning June 1.~~

Treasurer

- To manage financial accounts
 - To write checks on the approval of the Executive Council or membership.
 - To prepare an annual budget.
 - To direct a process by which current membership lists will be kept.
 - To be responsible for review of all membership applications and for recommendations of acceptance or rejection of applicants.
 - To be responsible for insuring that new members receive a certificate, a membership card, the most recent newsletter, a list of the respective committee chairpersons and the committee responsibilities, a list of officers, and a copy of the Constitution. This task may also be delegated to the persons maintaining membership lists.
- Term of office shall be two years beginning June 1.

Treasurer-elect

- To work on financial committee.
 - To assist in preparing an annual budget.
- Term of office shall be one year beginning June 1 during the second year of the Treasurer's term.

ARTICLE VI Committees

There shall be committees appointed to fulfill the functions of the Association. The following shall constitute the standing committees of the Association and their duties. Committees shall include standing and ad hoc committees. Committee members will attend Executive Council as non-voting members at the invitation of the President. Duties of committees will be described in the Operations Manual.

Section 1 Responsibilities

Continuing Education Committee

The Continuing Education Committee shall be responsible for assessing the needs of the membership for continuing professional development and facilitating the development of alternatives to meet these needs.

Legislative Committee

The Legislative Committee shall be responsible for the development and promotion of legislation, at all levels of government, which will advance the goals and purposes of the Association. The Committee will also maintain a surveillance of legislation important (or germane) to school psychologists.

Newsletter Committee

The Newsletter Committee shall be responsible for collecting minutes of meetings, committee reports, articles of interest, and information regarding upcoming events from the membership. Newsletters containing this information will be distributed on a periodic basis.

Nominations and Elections Committee

The Nominations and Elections Committee shall be responsible for the procedures inherent in Article VIII of the Constitution.

Program Committee

~~The Program Committee shall arrange place, program, and notification for meetings. Programs will be developed on the basis of current needs assessment information, if available.~~

Section 2 Chairpersons

The President shall appoint chairpersons of the standing and other committees subject to the approval of the Executive Council. Chairpersons will be appointed for one-year terms. They will obtain direction and feedback from the Executive Council, and they will provide periodic reports to the Council. ~~Chairpersons appointed in June will submit budgets to the Treasurer in the fall if expenses are anticipated.~~ Chairpersons will attend Executive Council as non-voting members at the invitation of the President.

ARTICLE VII

Finances

Section 1 - Fiscal Year

The fiscal year of the Association shall begin ~~June~~ July 1.

Section 2 - Dues

Dues shall be payable upon receipt of an annual dues statement from the Treasurer of the Association.

The amount of dues shall be set by the Executive Council with approval of membership. The

dues structure will be outlined in the Operations Manual.

The membership year, including annual dues, will run from July 1 through June 30.

~~Written notice of dues payable shall be sent before June 1.~~

Section 3 - Budget

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.

Section 4 - Expenditures

The Executive Council will vote on all expenditures.

Accounts payable, duly approved by the Treasurer or in his absence by the President, shall be paid.

Section 5 - Debt

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

ARTICLE VIII

Elections

Officers ~~and Directors~~ shall be elected under the following procedures:

Section 1 Nominations

~~The Nominations and Elections Committee shall solicit nominations through the MASP newsletter. Nominations obtained in this manner will be prioritized on the basis of popularity, with the most popular nominations placed on the ballot by the Nominations and Elections Committee.~~
Nominations will be solicited by a nominating committee as outlined in the Operations Manual.

Section 2 Voting Procedures

Yearly elections shall be accomplished by ballots sent out ~~in the fall newsletter~~ to the entire **current voting** membership ~~before the fall business meeting~~. The ballot should include a description of each candidate and also a deadline for **sending returning** the ballot back so that the new officers can be announced at the fall business meeting.

~~Ballots will be mailed in before the spring meeting or cast during this meeting. All ballots will be registered ballots.~~

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

Voting procedures shall be outlined in the Bylaws.

ARTICLE IX

Meetings

Section 1 Time and Place

~~The annual~~ A **minimum of one general** business meeting of the Association shall be held **annually**, ~~in a place~~ with location and time determined by the Executive Council.

ARTICLE X

Amendments

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 members present.~~

Any proposed change to the constitution must be presented to the membership for review and discussion. A minimum of two presentations of the proposed change(s) must occur with review by the general membership. The changes to the constitution must be adopted by two-thirds of the members participating.

ARTICLE XI

Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the Association in all cases to which they are applicable and not inconsistent with the special rules of order of this Association.

A parliamentarian may be appointed by the President with the approval of the Executive Council.

ARTICLE XII

~~Formal Statements~~

~~Formal Mission statements and policies bylaws regarding the procedures and goals of the Association (e.g.,
MASP's role and function statement) shall be attached to every copy of this Constitution.~~

ARTICLE XII

This Constitution, upon ratification **as outlined in Article X**, shall become effective immediately.

Draft amended January 2015