

**THE WYOMING SCHOOL PSYCHOLOGY ASSOCIATION
POLICIES AND PROCEDURES MANUAL**

SECTION 100 – THE EXECUTIVE BOARD

Policy 105 – Powers and Duties

The Executive Board shall be the administrative body of the Association and shall exercise all the powers, duties and rights of corporate directors, subject to the limitations and restrictions provided by the Bylaws of the Association, and the State of Wyoming.

Procedures:

The Executive Board shall develop, modify, or delete policies and recommendations which are consistent with the operation and enhancement of the Association.

The Executive Board shall perform such other duties as may be prescribed by the Bylaws or other standing rules and policies.

Policy 110 – General Statement

The Executive Board shall approve all Association activities including the budget, calendar of activities and Association meetings, including Executive Board and general meetings, appointment and hiring of staff personnel, publications of the Association, and provide for the ongoing activities of the Association.

Procedures:

The President shall be responsible for the day-to-day operation of the Association within existing policies and procedures.

The Executive Board shall adhere to and implement the current Bylaws, policies, and procedures of the Association.

SECTION 200 – MEMBERS OF THE EXECUTIVE BOARD

Policy 205 – Officers of the Association

Officers:

Elected officers of the Association shall consist of a President, President-Elect, immediate Past-President, Treasurer, Secretary, Regional Representatives, and the NASP Delegate. This body shall have administrative responsibility for the programs and policies and shall be known as the Executive Board. Appointed Committee Chairpersons shall be non-voting members of the Executive Board.

Procedures:

The Executive Board shall:

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

Policy 210 – Eligibility for Office

Only regular, retired, and lifetime members of the Association who are in good standing who reside within Wyoming are eligible to hold Association office.

Regional Representatives must reside or work in the same area in which they seek office.

Policy 215 – President

The President shall preside over the meetings of the Executive Board and shall perform such other duties as are customary for the office.

Procedures:

Specific responsibilities include:

1. Preside at meetings of the Association.
2. Serve as Chair at Executive Board meetings and meetings of the Association.
3. Appoint committee chairpersons.
4. Authorize official communications necessary with other organizations, agencies or persons.
5. Schedule all Executive Board meetings.
6. Establish the agenda for all Executive Board meetings.
7. Ensure that minutes are taken and preserved for all Executive Board meetings.
8. Represent the Association in all duties which usually pertain to the office of the President of the Association.
9. In the absence of other funding, given the opportunity to attend the annual convention of the National Association of School Psychologists at WSPA expense,

Policy 220 – President-Elect

The President-Elect shall assist the Association President in all matters subject to the limitations and restrictions of the Bylaws of the Association.

Procedures:

Specific responsibilities include:

1. Assume the duties of President in the absence of the latter at Executive Board or Association meetings, or in the event of the death or incapacitation or resignation of the President.
2. Succeed to the office of President on August 1st.
3. Assume such other responsibilities as may be delegated by the President.
4. Act as chairperson for committees and make or call for reports on their behalf when appropriate to the Executive Board of the Association.
5. Represent the Association in all duties usually pertaining to the office of President-Elect.
6. Given the opportunity to attend, at WSPA expense, the Western Regional Meeting of the National Association of School Psychologists.

Policy 225 – Past President

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.

Procedures:

Specific additional responsibilities include:

1. Act as parliamentarian for all Executive Board and Association meetings.
2. Assume such responsibilities as may be delegated by the Association President.
3. Attend Executive Board and Association meetings.

Policy 230 – Treasurer

The Treasurer shall be responsible for overseeing the fiscal programs and activities of the Association and shall regularly report such information to the Executive Board.

Procedures:

Specific additional responsibilities include:

1. Report to the Executive Board and Association periodic statements of receipts, expenditures, and current funds.
2. Ensure that an annual review of all receipts, expenditures, and current funds is conducted.
3. Determine the most favorable options for Association deposits.
4. Attend Executive Board and Association meetings.

Policy # 235 – Secretary

The Secretary shall be responsible for keeping minutes of all meetings and disseminate information to the Executive Board and WSPA membership as needed.

Procedures:

Specific additional responsibilities include:

1. File and hold Executive Board records.
2. Perform all other secretarial duties for WSPA.
3. Attend Executive Board and Association meetings.

Policy 240 – Regional Representatives

Regional Representatives shall serve on the Executive Board as representatives for their designated constituents in one of five regions of the State. The Regional Representatives shall serve as a liaison between members and the Executive Board. They shall act to facilitate communication in matters of mutual interest and concern to members and the Association.

Procedures:

Specific additional responsibilities include:

1. Serve as voting member of the Executive Board.
2. Represent the Association in meetings with local individual members as liaison to the Executive Board for member concerns.
3. Serve on committees or task forces as requested by the President.
4. Recruit from regional membership and non-members (who must join) those interested in serving on Association committees or on the Executive Board.

Policy 245 – Nominations and Elections Committee

The Nominations and Elections Committee Chairperson shall be responsible for the nomination and election process for the Association.

Policy 250 – Appointment of Nominations Committee Chairperson

The Nominations and Elections Chairperson shall be appointed by the Association President. The Nominations and Elections Chairperson shall not be eligible to seek any office. Should a vacancy occur in the appointment, or should the chairperson decide to

run for office, the President shall appoint another person by the next board meeting with the approval of the Executive Board.

Policy 255 – Special Elections

All special elections shall be held in conjunction with regular elections. In extenuating circumstance, a special election may be scheduled with the approval of the Nominations and Elections Committee and the Executive Board.

Section 300 – BOARD MEETINGS

Policy 305 – Quorum

A quorum is defined as more than half of the elected Executive Board members.

If a quorum of the Executive Board is not present, the meeting shall be adjourned for the purpose of voting on motions, however reports from elected officers and appointed members of the Executive Board may be made.

Policy 310 – Executive Sessions

The President or Executive Board may call for an executive session for the consideration of personnel matters, litigation, disciplinary actions of members, or termination of membership. Participants in an executive session shall include the elected officers and others as requested by the Executive Board. Individuals under discussion may be excluded. A member of the Executive Board shall be appointed to report information deemed relevant at the next regular open Executive Board meeting following the executive session. Any official actions required following an executive session shall be taken during a regular open Executive Board meeting.

Policy 315 – Minutes

The President shall ensure that accurate written records are kept of Executive Board meetings.

Section 400 – BUSINESS OF THE EXECUTIVE BOARD

Policy 405 – Disbursement of Funds

The Treasurer shall be responsible for the disbursement of funds for the Association.

Procedures:

1. The following signatures shall appear on the Association’s checking account(s):
 - a. Treasurer
 - b. Another elected official

2. One signature shall be required for each disbursement from the checking account(s).

Policy 410 – Reimbursement Requests

Expenses shall be reimbursed for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.

Procedures:

1. Reimbursement for travel by air or personal automobile, whichever incurs the lowest cost, will be made to Association members. Those members traveling on Association business by air shall request the lowest available fare. Should a member, for personal reasons other than emergency, chose to change his/her flight plans, resulting in an additional charge, he or she is responsible for the added cost.
2. Requests for reimbursement shall conform to the limitations established by the board to include the following:
 - a. Auto travel to be reimbursed at the IRS rate.
 - b. Meals reimbursed according to the NASP reimbursement schedule.
 - c. Lodging at a reasonable rate.
 - d. Supplies and equipment necessary to the performance of duties.
 - e. Mailing and postage.
 - f. Duplicating and copying, internet fees, faxing fees, and associated charges.
 - g. Parking fees/ground transportation.
3. Members seeking reimbursement shall have obtained prior approval for the expenditure.
4. The vouchers will be submitted within sixty (60) days of the expenditure.
5. Receipts must accompany all requests for reimbursement except for mileage and meals.
6. Vouchers shall be submitted within the time frame previously established directly to the Treasurer.
7. Expenses submitted on approved voucher forms which are in conformance with the approved budget of the Association shall be reviewed and approved by the Treasurer.
8. The President shall review the expense reimbursements of the Treasurer on a regular basis.

9. Original vouchers with appropriate documentation shall be maintained by the Treasurer in accordance with IRS requirements.

Policy 415 – Investments

The Treasurer is authorized to find investments which provide safety, liquidity, and high yields.

Section 500 – COMMITTEES

Policy 505 – Committees

Committee chairpersons are expected to make progress reports to the Executive Board at Executive Board meetings.

Policy 510 – Awards and Scholarship Committee

It is the philosophy of the Association to recognize and award individuals who exemplify the purposes of the Association.

Policy 515 – Member of the Year Award

A Member of the Year Award will be determined by nominations and election by the voting membership of the Association.

Policy 520 – Professional Development

It is the philosophy of the 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, retreats, and other professional activities should be available during the year.

Policy 525 -- Institutes and Conference Planning

Association institutes and conferences are planned and organized by the Conference Planning Committee. Planners are responsible for obtaining presenters, selecting facilities, setting the fee structure and developing the registration brochure for the institutes and conferences. Contracts and/or written agreements for presenters and facilities are essential. The Conference Planning Committee will print and distribute brochures. The Treasurer will handle the registration for the institutes and conferences. All financial risks are assumed by the Association.

Policy 530 – Conference Planner Additional Duties

The Conference Planning Committee shall be responsible to secure all records and documents necessary to maintain the NASP Approved Provider Status.

Policy 535 – Conference Refund Policy

All requests for refunds shall be dealt with on a case by case basis. All requests must be in writing and the Association reserves the right to deduct reasonable administrative expenses. This shall include dissatisfied participants as well as those registrants who were unable to attend the institute or conference.

If in the event of unforeseen circumstances, the Association will make full refunds for registration fees. The Association will not be responsible for any other ancillary costs accrued.

Policy 540 – Ethical and Professional Standards Committee

The chairperson for this committee is appointed by the President.

The purpose of this committee is to provide information, support, and assistance to the Association members and other concerned parties.

Functions:

1. To educate members regarding the NASP Ethics Code.
2. To provide consultation with interpretation of the NASP Ethics Code is needed.
3. To accept inquiries and to be a resource regarding possible infractions of the ethical principles.

Any referral will be communicated to the Professional Standards Chair and the Executive Board. All referrals will be dealt with in an appropriate manner by the Association Executive Board.

Policy 545 – Legislative Committee

The chairperson for this committee is appointed by the President. The purpose of this committee is to promote the purposes of the Association in conjunction with the legislative process.

Policy 550 – Membership Committee

The chairperson for this committee is appointed by the President. The purpose of this committee is to facilitate the renewal of all members, present and potential, and maintain all membership records.

Policy 555 – Publications

The Publication Chairperson is responsible to distribute the newsletter twice a year to all members of the Association.

Section 600 – Task Forces

Policy 605 – Task Forces

The Executive Board may create task forces as the need arises. Chairpersons and members are to be members of the Association.

Section 700 – Liaisons

Policy 705 – Liaisons

The Executive Board may accept representatives from other groups or organizations and may authorize members to represent the Association before other organizations. Although these individuals represent the Association, they are not authorized to speak on behalf of the Executive Board unless specifically authorized to do so.

Policy 710 – Compensation for Board Members

Hotel Accommodations:

Complimentary hotel accommodations will be provided for all Executive Board members to attend scheduled Executive Board meetings.

Registration Fees:

All Executive Board members unable to obtain compensation will be provided complimentary registration.

Other compensations:

Other compensations will be determined by the President and the Executive Board.

Section 800 – MEMBERSHIP DUES

Policy 805 – Membership Dues

Membership dues shall be determined by the Executive Board.

Section 900 – Modification of Policies

Policy 900 – Modification of Policies

Statements of policy and accompanying procedures may be changed, added to or deleted by action by the Executive Board.

Procedures:

Any member of the Association may submit a request to the Executive Board concerning proposed changes in a current policy and procedure. Final decision on the proposed modification shall be determined by majority vote of the Executive Board.