

MISSOURI ASSOCIATION OF SCHOOL PSYCHOLOGISTS

By-Laws

Article I: Definition of Key Terms

By-Laws: The policies, rules, and guidelines used to conduct the affairs of the Association.

Association: The term, used interchangeably with the term **Organization**, shall in each case refer to the Missouri Association of School Psychologists.

Article II: Name and Purpose

Section 1: Name

The name of this organization shall be Missouri Association of School Psychologists (MASP).

Section 2: Purposes

The purposes of this organization shall be:

- A. To advance the standards of the profession of school psychology;
- B. To promote the interests of school psychology;
- C. To share ideas, techniques and research to improve psychological services in schools;
- D. To serve the mental health and educational needs of all children and youth; and

E. To promote compliance with, and practice of, established ethical rules of conduct for the provision of psychological services.

Section 3: Limitations

The Association shall be non-profit, non-partisan, and nonsectarian in its purposes and activities.

Article III: Membership

Section 1: Membership

A. The goal of the Association is to be consistent with the National Association of School Psychologists (NASP) training standards for school psychologists, and certification by the Missouri Department of Elementary and Secondary Education (DESE), and that these standards would be the requirements for full membership in the Association. This organization shall consist of the following categories of membership:

1. **FULL MEMBERSHIP:** A full member is one who is engaged in the delivery of psychological services and who:

a. is employed by a school system and whose title is school psychologist, or

b. has certification as a school psychological examiner, or

c. is primarily engaged in the training of school psychologists at a college or university, or

d. is certified as a school psychologist by the Department of Elementary and Secondary Education (DESE), or

- e. is currently acting as a consultant or supervisor of psychological services in a school system, or
- f. has school psychologist certification from any state and is practicing in Missouri, or
- g. is licensed to practice psychology in Missouri and whose primary professional interest is school psychology, or
- h. is certified as a school psychologist by the National Association of School Psychologists (NCSP).

2. **ASSOCIATE MEMBERSHIP:** An associate member is one who has an interest in school psychology but does not meet criteria for full membership.

3. **STUDENT MEMBERSHIP:** A student member is one who spends at least six semester hours in a program that will lead to certification as a school psychologist, or would lead to an advanced degree in School Psychology, or is completing an internship in School Psychology.

4. **HONORARY MEMBERSHIP:** An honorary member is one who, in the opinion of the Executive Board, has made a significant contribution to the field of school psychology.

I. Membership application procedures shall be determined by the Membership Chair, in consultation with the Executive Board.

1. Formal application for membership shall be submitted to the Membership Chair. Approved applicants will become members upon payment of dues and shall be announced in the next edition of the Association newsletter.

2. Recommendations for honorary membership may be made by any member of MASP and shall be submitted to the Membership Chair.

Honorary membership shall be granted upon a majority vote of the Executive Board.

C. The current schedule of dues shall be indicated on each year's membership application. Persons becoming members of the Association on or after September 1st of any given year shall be members and their dues considered paid until the end of the fiscal year.

D. Only full and student members shall have voting rights.

Section 2: Severance of Membership

A. When a member is in arrears of dues beyond the date of the Association's fall conference, the member shall be officially notified in writing and the membership shall be automatically forfeited within 30 days of such notice unless the dues are paid. Reinstatement may be made by submitting a new application to the Membership Chair with said dues.

B. A member may be expelled from MASP by a vote of the Executive Board. When ethical concerns against a member are presented to Executive Board, the member shall be offered opportunities for education, access to mentoring, and guidance in the professional code of conduct. If violation (s) of the code of conduct continue, the Executive Board shall consider submitting a formal report to the appropriate government agency or body. If the charges are substantiated, the Executive Board, through consensus, may revoke membership in the organization. The member shall be notified in writing of this decision.

C. Any member convicted of a felony shall be automatically expelled from the Association and shall be notified of such action in writing by the Executive Board.

D. A member may resign from the Association by providing written notice of resignation to the Membership Committee.

Section 3: Charter Members

All individuals present at the December 3rd, 1977 organizational meeting shall be considered charter members upon payment of membership dues by February 15th, 1978.

Article IV: Officers

Section 1: Officers

A. The officers of the Association shall be the President, President-Elect, Past President, Secretary, and Treasurer. All officers shall be full members of the Association. The NASP delegate shall serve as an ex officio officer.

B. The terms of office shall be for three years, except the offices of President, President-Elect, and Past President who shall serve for one year in each position. These terms shall begin July 1st.

C. The Executive Board, by majority vote, shall fill any vacancy in an elected, unexpired office except for the office of President-Elect. Any member so chosen shall serve until the term of the vacated office has expired and a successor duly elected.

D. In the event that the President shall not serve out his/her full term, the President-Elect shall succeed to the unexpired term thereof and continue as President through the following year. If the President-Elect is unable to succeed to the Presidency, the Executive Board shall act in accordance with Article IV. Section C, and both a President and President-Elect shall be elected by the membership at the next scheduled meeting.

E. Removal of officers from their elected posts for due cause shall be the responsibility of the Executive Board and shall require written

notification to the officers and approval by a 3/4 vote of the Executive Board.

Section 2: Duties of Officers

A. The President: The President shall be the principal executive officer of MASP, shall execute policy as determined by the Executive Board, shall direct all business of the Association, shall preside at all meetings, shall call meetings of the Executive Board, shall collaborate with the Executive Board to appoint all committees not otherwise provided for, and shall perform such other duties as the office may require. The President shall be an exofficio member of all committees. However, she/he will have oversight of the following committees: Advocacy, Public Relations, and Certification.

B. The President-Elect: The President-Elect shall act as the President in the absence of the President, or, if the President wishes to take part in any debate, shall occupy the chair until the matter under consideration is resolved. The President-Elect shall oversee and facilitate the activities of the Regional Representatives.

C. The Past-President: The Past-President shall be responsible for the program arrangements at the fall and spring conferences of the association and may appoint a committee to assist in such arrangements. Additionally, the Past-President shall serve as an exofficio member of the Elections Committee.

D. The Secretary: The Secretary shall record all motions and proceedings of all membership and Executive Board meetings of the Association. She/he shall present the minutes of all open meetings to the membership during the meeting at which those minutes are to be approved. A copy of the minutes shall be posted on the MASP website. The Secretary shall be the custodian of all books and documents, including By-Laws, belonging to the organization, not assigned to other

board members. Additionally the Secretary shall oversee and support the activities of the Communications and Elections Committees.

E. The Treasurer: The Treasurer shall receive, be custodian of, and deposit in an organizational bank account, all monies belonging to the Association and shall pay all bills approved by the Executive Board and authorized by the budget. It shall be the duty of the Treasurer to provide the Executive Board a written annual fiscal report. Furthermore, the Treasurer shall oversee the Membership Committee.

F. The Missouri delegate to the National Association of School Psychology shall represent the state organization at the national level and sever as an ex-officio member of the Executive Board.

G. The graduate Student Representative shall be appointed by the MASP President. Candidates shall be considered from all school psychology training programs in the state of Missouri. The term shall be for one fiscal year and shall require the representative to report graduate training news to MASP and act as a liaison with other students.

Article V. Nominations and Elections

Section 1: Nominations

A. The names of candidates for elective offices shall be submitted by the Elections Committee or by petition. The Elections Committee shall conduct a canvas by mail of the entire full membership for nominations to the elective offices of the Association. A nominations ballot, published in the Association newsletter, may be considered as a mail canvas. All nominations, to be valid, must be signed by the member submitting the nomination and shall be so stated on the call for nominations.

B. The Elections Committee, guided by the canvas of the membership, shall prepare a slate of nominees for each office. The Committee shall place on the elections ballot the names of the Association members, subject to their consent. There shall also be a place for write-in votes on the ballot for each office.

C. Each nominee of elective office shall prepare his/her biography, consisting of not more than 300 words, for distribution with the election ballots. It is suggested that the biography contain the following information: present position, previous professional activity, professional training, present and previous activity in MASP, honors and publications, other professional affiliations and any other pertinent information.

D. The election timeline shall be as follows: Spring and Fall editions of the newsletter

Nominations Canvas

Before the Association Fall conference Preparation of Ballot

By the Fall conference Ballots are distributed to members and the election is conducted.

E. The results of the election shall be announced by the end of the Fall conference.

Section 2: Conduct of Elections

A. Officers shall be elected by vote of the members.

B. A majority of votes cast shall determine the election of each officer.

Section 3: Implementation Date

The implementation of Article V shall take place in Spring, 1979.

Article VI: Government

Section 1: By-Laws

The By-Laws shall serve as the governing rules of this organization.

Section 2: The Executive Board

The Executive Board shall consist of the officers of this Association, the chairpersons of the standing committees, and delegate(s) from each regional area of MASP. The duties of the Executive Board shall be to conduct all matters of business, administer policy, and formulate and propose recommendations to the general membership.

Article VII: Committees

Section 1: Standing Committees and Duties

There shall be the following standing committees appointed to fulfill the following functions of the Association:

A. Advocacy Committee:

The Advocacy Committee shall be responsible for the development, promotion or review of legislation, which will advance the goals and purposes of the Association. With other Executive Board members and/or committee members, if one is appointed, the Committee shall maintain a surveillance of state legislation important to school psychologists. They will meet with allied professionals, members of governmental agencies, including legislators, to advance the interests of MASP.

B. Public Relations Committee:

The Public Relations Committee shall be responsible for representing School Psychology as a profession within the state of Missouri,

disseminating information about the practice of school psychology, and the services available. This may include collaboration with allied professionals.

C. Membership Committee:

The Membership Committee shall be responsible for conducting membership drive for the Association and all related administrative activities regarding membership. The Committee shall determine, by majority vote, questions regarding category and eligibility for membership and shall be responsible for periodic reviews of membership policy and procedures.

D. Elections Committee:

The Elections Committee comprised of the Secretary and Communications Chair, shall be responsible for the procedures contained in Article V of these By-Laws. The Committee shall also be responsible for the periodic review of the nominations and election policy and procedures.

E. Certification and Training Committee:

The Certification and Training Committee shall be responsible for reviewing, studying and making proposals regarding the policy of this Association concerning standards, procedures, evaluation and professional training of those delivering psychological services to school-age population. This will include review of certification standards in Missouri and nationally for school psychology.

F. Communications Committee:

The Communications Committee, comprised of the MASP

Newsletter Editor, web master, and Secretary, shall be responsible for producing triennial newsletters and other publications for MASP. The newsletter serves for a period of three years.

Section 2: Chairpersons

The President shall appoint chairpersons of the standing and other committees subject to the approval of the elected officers. All standing committee chairpersons shall be full members of the Association.

Section 3: Other Committees

Special committees may be authorized by the President, the Executive Board or by the members of any duly constituted meeting of the Association.

Article VIII. Meetings

Section 1: Time and Place

A. A fall meeting of the Association shall be held at the Fall Conference of each year. A spring meeting shall be held at the Spring Conference of each year.

B. Special meetings of the Association may be called by the Executive Board.

C. A minimum of 30 days written notice shall be required for all meetings of the Association membership.

Section 2: Quorum

A. General Membership Meetings: A quorum shall consist of members in attendance with a paid membership.

B. Committee Meetings: Quorums for Committee and Executive Board meetings shall be determined by their respective chairpersons.

Article IX. Finances

Section 1: Dues

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

Section 2: Budget and Fiscal Year

The Executive Board, upon recommendation from the Treasurer, shall present an annual budget to the membership for adoption at the Annual Spring Conference. The fiscal year shall be set by the Executive Board and shall coincide with the terms of the elective officers.

Section 3: Expenditures

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

B. The authority of the chairpersons and officers to arrange financial commitments shall be restricted to the activities of their offices and the duly approved budget. Expenditures of additional funds shall be approved by the majority vote of the members present at an Executive Board meeting of the Association, by mail or e-mail approval.

Section 4: Debt

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

Section 5: Bonding

At the discretion of the Executive Board, all officers disbursing and receiving funds of the Association shall be bonded in such amount as determined by the Executive Board. The expense of the bond shall be paid by the Association.

Section 6: Auditing of Records

At the discretion of the Executive Board, an annual examination of the financial records by a certified public accountant or an Association Audit Committee, appointed by the President, shall be presented at the annual Fall Conference, or at any other time specified by the membership.

Section 7: Special Assessments

Special assessments, as recommended by the Executive Board and subject to ratification by the general membership, may be levied.

Section 8: Dedication of Funds and Dissolution

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

Article X. Regional Chapters and Affiliations

Section 1: Regional Chapters

A. The Executive Board may approve the establishment of local school psychologist groups whose members meet the criteria established in Articles II and III.

B. Each chapter may designate, by a majority vote of its members, no more than two representatives to the MASP Executive Board.

Section 2: Role and Responsibilities of Regional Representatives

A. to keep regional school psychologists aware of MASP activities and important developments

B. to keep regional school psychologists aware of in-service or training opportunities in their respective regions

C. to explore possible resources for in-service and professional development activities which might be made available to regional school psychologists

D. to make regional non-members aware of membership opportunities and explore membership recruitment activities on a regional level

E. shall serve as ex-officio members of the Executive Board

Section 3: Affiliations

This association may affiliate with other organizations whose general purposes fall within the scope of Article II of these By-Laws upon recommendation of the Executive Board and approval by a majority vote of the members at a general membership meeting. This organization reserves the right to disaffiliate from any organization with which it has affiliated and may do so upon recommendation of the Executive Board and approval by a majority vote of the members at a general membership meeting.

Article XI. Parliamentary Authority

Section 1:

This organization shall be governed by the rules contained in *Robert's Rules of Order, Revised* in all points not specifically provided herein.

Section 2:

A Parliamentarian may be appointed by the President with the approval of the Executive Board.

Article XII. Amendment of the By-Laws

Section 1:

Amendments to the By-Laws shall be mailed to the membership at least 30 days prior to consideration at a general meeting of the Association and shall require a simple majority vote of the members at a general membership meeting to be adopted.

Section 2:

Amendments to the By-Laws may be proposed in writing from the floor at any duly authorized meeting of the Association or be submitted in writing to the President by any member for consideration at the next regularly scheduled meeting of the Association. The Executive Board shall then be responsible for notification to the members in accordance with Article XII, Section 1 of these By-Laws.

Section 3:

A committee may be authorized by the President or the Executive Board, for the purpose of proposing changes to the By-Laws.

Article XIII. Effective Date

These By-Laws shall become effective on December 3rd, 1977 at the organizational meeting of MASP upon ratification by the potential full members present at said meeting.

These revisions to the by-laws shall become effective upon ratification by the general membership at the annual Spring Conference, March 14th, 2003.

DUTIES OF THE PRESIDENT

I. POSITION

In addition to the duties described in the By-Laws, the office of the president shall be charged with duties and responsibilities as detailed in Section II, below.

II. SPECIFIC DUTIES

A. Answer correspondence directed to the MASP

1. Any written documents submitted for publication, media releases, and verbal liaison contacts with agencies, shall give the president's name and mailing address for the purpose of answering inquiries.
2. The president shall retain a copy of all correspondence for review by the board and pass on this file to the president –elect when (s)he takes over the office of president.
3. If an inquiry deals with matters not specifically outlined in policy and/or the constitution of MASP, the president shall obtain a majority consensus from the Board before responding.
4. In any correspondence dealing with a committee or office function, the president will provide a copy of that correspondence to the respective committee chairperson or officer.

5. The president shall channel inquiries dealing with a committee office function within five days of receipt of that inquiry.

6. The president shall have oversight of the Advocacy, Public Relations, and Certification Committees.

A. Executive Board Meetings

1. The president shall call meetings, solicit from members agenda topics, and supply an agenda to each member at least two weeks prior to the meeting.

2. The location of the meeting shall be determined based on cost, so as to minimize individual expenditure, in consultation with the Executive Board.

3. The president shall solicit from the members the most convenient date so as to maximize attendance.

4. There shall be no less than four Board meetings per calendar year.

E. The president shall submit a budget or projected yearly expenses

1. This budget shall be submitted to the Board at the Spring Board meeting for ratification.

2. The budget shall consider such line items as: telephone charges, postage expenses, entertainment expenses pertaining to lobbying and hospitality activities, and contingency monies.

3. The submission of the budget is considered an accountability measure and the president may use his/her judgment relative to deviation from the specific amounts on the individual line items but cannot spend, in

total, more money than was allocated, without approval by a majority of the Board members.

4. The president shall submit itemized receipts of all expenditures to the treasurer.

E. Liaison and Communication

The president shall actively solicit and maintain liaison and communication activities with individuals, agencies, and organizations whose nature would be significantly related to the stated purposes of MASP, (e.g., school psychology trainers, MoPA, Department of Elementary and Secondary Education, NASP and the Missouri Delegate to NASP, Division 16 of APA, etc.).

F. Internal support and assistance

The president shall promote active and productive committees by frequent contacts offering assistance, support, and encouragement to the committee chairpersons.

DUTIES of the President-Elect

I. POSITION

The office of the organization's President-Elect, as defined in the by-laws, shall be charged with duties and responsibilities as detailed in Sections II and III below, and all other duties as assigned by the president, in consultation with the Executive Board.

II. SPECIFIC DUTIES

In addition to the general duties outlined in the by-laws, the President-Elect will also be charged with:

A. Assisting the Past President with organizing and promoting the annual Fall and Spring Conferences.

B. Taking charge of the duties of the Office of the President under the following circumstances:

1. In the absence of the President.

2. When the President has taken a pro or con position on any point of debate.

C. Advise and direct Regional representatives of MASP, regarding regional meetings and MASP business items.

DUTIES of the PAST President

III. POSITION

The office of the organization's Past President, as defined in the by-laws, shall be charged with duties and responsibilities as detailed in Sections II and III below, and all other duties as assigned by the president, in consultation with the Executive Board.

IV. SPECIFIC DUTIES

In addition to the general duties outlined in the by-laws, the Past President will be responsible for:

A. Budgeting each conference. Specific budgetary responsibilities will be detailed in Section III of this outline.

B. Selecting sites for each of the conferences.

C. Programming the conferences, including:

1. Obtaining speakers for each conference.
 2. Scheduling dates and times of each conference program.
- D. Promoting the conferences through distribution of notices of the meetings.

Notices should include the following:

1. Dates and location of the conference.
2. Program description.
3. Registration information.

E. Activities during the conference.

F. Serving as an ex-officio member of the Elections Committee.

IV. BUDGETARY RESPONSIBILITIES

The Past President will submit to the Executive Board a planned budget for each conference. The budget will be submitted to the Board at the meeting prior to the conference.

Duties of the Secretary

I. POSITION

The office of the organization's Secretary, as defined in the by-laws, shall be charged with duties and responsibilities as detailed in Sections II and III below:

II. SPECIFIC DUTIES

A. Recording all motions and proceedings of all Membership and Executive Board meetings of the Association. Copies of the minutes of the Executive Board meetings, as well as minutes of membership meetings, will be provided to the Board members following such meetings. A record of proceedings of each Membership and Executive Board meeting should include the following:

1. The kind of meeting (i.e., Membership, Board, Special, etc.), the name of the organization, and the date and location of the meeting.
2. A listing of officers and special guests present. Membership Meetings should include the number of members and nonmembers present.
3. Disposition of previous minutes and officer reports.
4. Reports of committee chairpersons.
5. All main motions and the disposition thereof, in addition to a summary of discussion and decisions on old and new business items.

F. Reading of the minutes at the meeting at which those minutes are to be approved.

G. The Secretary will have in possession:

1. Minutes of all meetings.
2. Copies of official correspondence.
3. Organization By-Laws and amendments to the By-Laws.
4. A list of all standing committees and special committees in existence. These records are open to inspection by any member as needed and may be turned over to a committee when necessary.

E. The Secretary may also be charged with:

1. Distributing special correspondence, publications, notice of meetings, surveys, etc., to the membership at large.
2. Corresponding on behalf of the organization to other organizations, agencies, and/or individuals.
3. Compiling and recording an agenda of business for upcoming meetings.
4. Overseeing and supporting the Communications and Elections Committees.

III. BUDGETARY RESPONSIBILITIES

The Secretary shall be charged with submitting a budget proposal to the Treasurer on an annual basis to include the following items:

- A. Office supplies.
- B. Postage.
- C. Duplication expenses.
- D. Printing expenses (i.e., letterhead, promotional items, etc.).
- E. Long distance telephone calls.

DUTIES OF THE TREASURER

I. POSITION

The office of the organization's Treasurer, as defined in the bylaws, shall be charged with the duties and responsibilities in Sections II and III below:

II. SPECIFIC DUTIES

In addition to the general duties outlined in the by-laws, the Treasurer also will be charged with:

A. Receiving and being custodian of, and depositing in the organization's bank account, all monies belonging to the Association.

B. Maintaining accurate record of dues, receipts, and expenditures.

C. Paying all bills approved by the Executive Board and authorized by the budget.

D. Overseeing the Membership Committee.

III. BUDGETARY RESPONSIBILITIES

The following guidelines are in effect for each fiscal year running July 1st- June 30th.

A. Study current approved budget regarding problems experienced with revenue and expenditures (on-going).

B. Provide a written, summative, year-end financial report at the Fall Executive Board meeting and obtain input for preparation of a preliminary budget (August).

C. Request initial input for specific Committee expenditures (August request; November deadline).

D. Compile recommendations, prepare proposed budget for major categories, and submit to the Executive Board at the January meeting.

E. Executive Board is to study the proposed budget, and make adjustment if necessary, at the Spring Executive Board meeting.

F. Members present are to approve the annual budget at the Spring Conference.

G. If any budget item appears to be inadequate, a written request is to be submitted to the Treasurer for an adjustment (on going). The budget is to be revised as needed at the next Executive Board meeting.

DUTIES OF ADVOCACY COMMITTEE

I. POSITION

The committee for Advocacy shall be charged with consulting and coordinating legislative strategy influencing the practice of School Psychology in the state, including the development of political position statements. The Committee Chair also shall serve as the state SPAN (School Psychology Action Network) coordinator. The Committee Chair shall report to the President.

II. SPECIFIC DUTIES

In addition to the general duties the Advocacy Committee shall be charged with:

A. Assuring a comprehensive dissemination of information regarding the profession of School Psychology in the state.

B. Establishing liaison with other professional organizations who share a common interest with MASP, to integrate the services of School Psychology.

C. Informing the membership through the organization newsletter and website/listserve the statutes of federal and state policy decisions which affect the practice of School Psychology in the state.

D. Establishing and maintaining communication with NASP GPR (Government and Professional Relations) Committee.

E. Establishing a grass roots organization from the general membership to contact state and federal legislators to influence proposed and pending legislation.

F. Carrying on dialogues with public officials who influence the Practice of School Psychology in the state.

G. Take the lead as a liaison for MASP with the Department of Elementary and Secondary Education (DESE), to advance the practice of School Psychology with legislators.

III. BUDGETARY RESPONSIBILITY

The committee for Advocacy shall be charged with:

A. Submitting an annual budget proposal to the Treasurer at the Winter Executive Board meeting with line item expenditures

B. Presenting receipts for expenditure reimbursement from the line item listings.

DUTIES OF PUBLIC RELATIONS COMMITTEE

I. POSITION

The committee for Public Relations shall be charged with coordinating the presentation of School Psychology as a profession within the state, disseminating information about the field of School Psychology, such

services in Missouri, and areas of competence. The Public Relations Chair shall report to the President.

II. SPECIFIC DUTIES

In addition to the general duties, the Public Relations Committee shall be charged with:

A. Assuring a comprehensive dissemination of information regarding the profession of School Psychology in the state.

1. Presenting School Psychologists to the public through a variety of methods (i.e., radio/TV talk shows, newspaper articles, professional journal submissions, etc.).

2. Providing local radio/TV stations with NASP public service announcements.

3. Writing articles which promote the profession of School Psychology for the organization newsletter.

4. Responding to inquiries for information about School Psychology.

E. Establishing liaison with other professional organizations who share a common interest with MASP; to integrate the services of School Psychology.

C. Carrying on dialogues with public officials who influence the practice of School Psychology in the state.

D. To solicit and maintain a School Psychologists Speakers Bureau for the state of Missouri.

E. Manage opportunities for School Psychologists to present and/or exhibit at conferences sponsored by other organizations.

III. BUDGETARY RESPONSIBILITIES

The committee for Public Relations shall be charged with:

A. Submitting an annual budget proposal to the Treasurer at the winter Executive Board meeting with line item expenditures.

B. Presenting receipts for expenditure reimbursement from the line item listings.

DUTIES OF THE CERTIFICATION AND TRAINING COMMITTEE POSITION

The Certification and Training Committee, as defined in the by-laws, shall review, study, and make proposals regarding the policy of the Association concerning standards, procedures, evaluation, and professional training of those delivering psychological services in Missouri. The Certification and Training Committee shall be co-chaired by the Certification Chairperson and the Continuing Education Director. The Certification and Training Co-Chairpersons shall report to the President.

SPECIFIC DUTIES

In addition to the general duties the Committee shall also:

A. Collaborate with the Advocacy and Public Relations chair, to identify and relay information on pertinent workshops and training opportunities available within the state that would be of interest to the members for professional development and continuing education. Additionally, the chairpersons would promote such activities provided at the national level.

B. Collaborate with the Continuing Education Director to ensure that MASP-sponsored professional development activities meet NASP (National Association of School Psychologists) standards to continue as a NASP approved Provider of Continuing Professional Development (CPD) for school psychologists.

C. The Certification and Training Committee shall be responsible for reviewing, studying and making proposals regarding the policy of this Association concerning standards, procedures, evaluation and professional training of those delivering psychological services to school-age population. This will include review of certification standards in Missouri and nationally for school psychology. The Continuing Education Director shall serve as co-chairperson of this committee.

The duties of the Continuing Education Director include the following:

A. Review all CPD topics to make sure they fall within at least one of these content areas:

- a. Data-Based Decision-Making and Accountability
- b. Consultation and Collaboration
- c. Effective Instruction and Development of Cognitive/Academic Skills
- d. Socialization and Development of Life Skills
- e. Student Diversity in Development and Learning
- f. School and Systems Organization, Policy Development, and Climate

- g. Prevention, Crisis Intervention, and Mental Health
- h. Home/School/Community Collaboration
- i. Research and Program Evaluation
- j. School Psychology Practice and Development
- k. Information Technology.

B. Review MASP CPD activities to ensure that they meet the following requirements:

- a. Instructional level is geared toward credentialed professionals in school psychology and intended to enhance their professional knowledge and skills.
- b. Instructors have training and experience that qualify them to be considered experts in the subject matter being taught.
- c. CPD activities have instructional objectives related to one or more of the previously listed content areas.
- d. CPD activities are one hour or more in duration with CPD credit granted in .25 hour increments.
- e. CPD credit is only provided to participants who attend the entire activity.

C. Record attendance and provide documentation of completion in the form of a letter for each activity. The attendance letter will comply with NASP guidelines available on the NASP website.

1. Maintain a roster of participants in MASP CPD activities for at least four years.

2. Evaluate the learning objectives of the MASP CPD activities.
3. Assure that MASP CPD activities comply with NASP Principles for Professional Ethics.
4. Prepare annual reports of MASP CPD activities for submission to NASP.
5. Perform other duties required by NASP to ensure that MASP remains a NASP approved Provider of CPD for school psychologists.
6. Serve in this capacity (Continuing Education Director) for a minimum of three years.
7. Serve as a permanent member of the Certification and Training Committee, the Conference Committee and the MASP Executive Board.

D. Compile and keep current information concerning areas of interest, needs, and concerns of the members about certification.

E. Monitor certification/re-certification criteria for School Psychologist and School Psychological Examiner in the state of Missouri and coordinate the submission of proposed certification changes to the Department of Elementary and Secondary Education-DESE.

F. Establish a model performance based evaluation tool for School Psychologists and School Psychological Examiners. Monitor and adjust this evaluation tool on an as needed basis.

III BUDGETARY RESPONSIBILITIES

To prepare a yearly budget and submit monetary requests to the Executive Board at the Winter meeting.

Section 2:

The President shall appoint chairpersons and co-chairpersons of the standing and other committees subject to the approval of the elected officers. All standing committee chairpersons and co-chairpersons shall be full members of the Association.

DUTIES OF THE COMMUNICATIONS COMMITTEE

I. POSITION

The Communications Chairperson shall be charged with the responsibility for producing the MASP newsletter and other publications, as needed, and to collaborate with webmaster and PR Committee. The Communications Committee Chair shall report to the Secretary.

RECORDS

The Communications Chairperson will have in possession:

- A. Copies of all previous newsletters
- B. Newsletter budgets
- C. Newsletter membership mailing list
- D. Newsletter non-membership mailing list including newsletter exchange participants, State Department personnel, and other interested persons

SPECIFIC DUTIES: NEWSLETTER AND WEBSITE MANAGEMENT

The following items are considerations for the newsletter:

A. The newsletter will be published three times each year, fall, winter and spring.

B. Contents:

1. Each issue of the newsletter will contain any or all of the following sections:

a. Message from the President.

b. Reports from the Executive Officers.

c. Announcements of up-coming events and meetings.

d. Employment opportunities.

e. General interest articles.

5. Special Topics included will be:

a. Nominations and elections information in the newsletter published in the winter edition.

b. Announcement of new officers would be published in the fall edition.

C. Newsletter Exchange - The Communications Chairperson will send newsletters to, and receive newsletters from, all regional, state, and national organizations participating in the newsletter exchange. The organization who sends out the newsletter assumes the expense. The chairperson will keep on file the contact address and newsletter from participants.

BUDGETARY RESPONSIBILITIES

For each issue, the expenses incurred shall include printing, postage and miscellaneous supplies. Such expenditures are to be secured at a competitive rate. An annual budget proposal shall be submitted to the Treasurer at the Winter Executive Board meeting.

DUTIES OF MEMBERSHIP COMMITTEE

I. POSITION

The organization's Membership Committee shall be charged with recruiting members and performing all related functions. The committee shall be led by a chair appointed by the President, in consultation with the Executive Board. The Membership Committee Chair shall report to the Treasurer.

II. SPECIFIC DUTIES

Specific duties of the Membership Committee shall be the following:

- A. Considering all applications for membership in MASP.
- B. Maintaining criteria for membership and ensuring continued relevance of same.
- C. Maintaining up-to-date records on membership and reporting membership status to the Executive Board at regularly scheduled Board meetings.
- D. Collect and forward dues to Treasurer upon receipt.
- E. Sending letter of welcome and certificate of membership to each new member.

F. Providing requested information about MASP to prospective members.

G. Soliciting new members by disseminating MASP information to appropriate professional individuals and groups, as well as by advertisement in relevant publications.

H. Canceling membership per MASP by-laws.

III. BUDGETARY RESPONSIBILITIES

The Membership Committee shall be charged with submitting a budget to the Treasurer on an annual basis at the Winter Board meeting to include expenses for the following:

A. Postage.

B. Telephone.

C. Printing (i.e., certificates, application forms, welcome letters, stationery, etc.).

DUTIES OF ELECTIONS COMMITTEE

I. POSITION

The Committee for Elections shall be charged with the responsibility of organizing and maintaining orderly recruitment, nomination, and election of associate officers, as set forth in Article V. The Elections Committee Chair shall report to the Secretary.

II. SPECIFIC DUTIES

In addition to the general duties, the Elections Committee shall be charged with:

A. Soliciting nominations

B. Preparing a slate of nominees

C. Following established timelines for elections

D. Announcing elections results

II. BUDGETARY RESPONSIBILITIES

To prepare a yearly budget and submit monetary requests to the Executive Board at the Winter meeting.