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Maine Association of School Psychologists 主 施 吳 隸 實 吳 隸 吳 隸

Policies & Procedures Manual

[amended 2017]

[amended 2019]



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POLICY #1: REFUNDS FOR MASP-SPONSORED WORKSHOPS

It is the policy of MASP to honor requests for refunds of advance payments for MASP-sponsored conferences and workshops when such requests are received in a timely fashion or when extenuating circumstances are present.

Procedure:

- All announcements of MASP-sponsored workshops or conferences shall include a statement that requests for refunds must be received in writing AND must be postmarked/sent at least ten (10) days prior to the scheduled event. Requests for refunds postmarked after this time may be honored at the discretion of the program chairperson.



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POLICY #2: VOTING IN ABSENCE OF EXECUTIVE BOARD MEMBERS

It is the policy of the Executive Board to allow certain voting members some alternative choices for participating in balloting in the event of their absence from a meeting.

Procedures:

Absentee Voting:

- Voting members may choose to submit an absentee ballot in their absence. This may be used for balloting which was anticipated or previously scheduled. The absentee ballot must be submitted to the President in advance of the actual balloting.

Electronic Member Participation:

- Voting members may choose to participate and vote through alternative means of communication (such as Go To Meeting), assuming arrangements can be made for that mode of participation.

Proxy:

- Officers may not designate a proxy to vote in their absence.
- Committee Chairs, being appointed members, may designate a proxy to vote as their replacement in the event of their absence.
- Only the Committee Chairs may designate a proxy for themselves. The designee may not further designate or transfer their voting responsibility.
- Proxies must notify the President of their designations prior to the start of the meeting. However, it is the responsibility of the Committee Chair to be certain that the President is sufficiently informed.
- A proxy must be a member of the absent chairpersons' committee OR receive prior approval from the President.
- A proxy must be an MASP voting member in good standing who has reasonable experience and familiarity with Board functioning.
- No person may be designated as a proxy who will also be eligible to vote in some other capacity.



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POLICY #3: FURNISHING MASP'S MEMBERSHIP MAILING LIST

It is the policy of the Executive Board to consider furnishing copies of its membership mailing list to individuals and organizations for the following purposes:

- to conduct basic research aimed at improving the fields of education, mental health and/or school psychology,
- to inform the membership of educational, employment, and continuing professional development opportunities,
- to advise the membership of legislative activities relevant to public education, mental health, and the practice of school psychology.

Procedures:

- The Executive Board shall review requests for copies of MASP's membership mailing list and furnish these to the individuals and organizations as appropriate.
- We do not honor requests for membership mailing list information due to privacy concerns.
- Any information (such as research requests, etc) can be submitted to the Communication Committee for their approval and they will post it for the members.



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POLICY #4: REIMBURSEMENT TO NASP/MASP ACTIVITIES

It is the policy of the Executive Board to contribute to the expenses paid by designated MASP Board members to attend the NASP Convention and regional meetings. The Board will make every attempt to make such decisions 3 months prior to the event.

Procedure:

- On an annual basis, the Association's Executive Board (during the process of its annual budget formation and adoption) shall allot an amount to the MASP Budget to cover reasonable costs for NASP Convention and Regional Meetings.
- On an annual basis, the Association Executive Board will allot an amount for reimbursement to executive board members for reasonable costs associated with conducting MASP business throughout the state.
- The uncovered expenses will be allotted as the budget allows. The budgeted amount will depend on the location of the meetings, the needs of the Association, and status of the treasury among other considerations. Reasonable effort will be made to send the MASP President to the NASP Convention.
- The expectation of any expenditure would be that, but not limited to:
 - Report out to the Executive Board and membership
 - Upon completion of the activity a final report needs to be submitted to the Board that summarizes the benefit to the organization and provides recommendations, as appropriate, for additional activities.
 - An article must be written, as appropriate, for the website.



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POLICY #5: BENEFITS TO MEMBERS IN ARREARS

It is the policy of the Executive Board to offer full and varied services to all members in good standing.

Procedures:

- To remain in good standing, members are expected (in addition to adhering to accepted principles of ethics and standards of practice) to pay their dues in a timely manner.
- MASP will limit or restrict some member privileges or benefits for members who are not in good standing as follows:
 - Members whose dues are up to 60 days past due (up to September 1) will continue to enjoy full membership benefits.
 - Members whose dues are more than 60 days past due (after September 1) will not be eligible for conference registration at member rates nor participate in other members programs (e.g. Grants, voting privileges) until outstanding dues and late fees are paid.
 - Members whose dues are more than 6 months past due (not paid by January 1 of the following year) shall have their membership suspended.
 - Special consideration for exceptions to the above provisions should be discussed by the full Board.



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POLICY #6: RESOLVING ALLEGATIONS OF BOARD MEMBER MISCONDUCT

Members of the Executive Board shall behave in a fashion that meets or exceeds the NASP Principles for Professional Ethics adopted by the Board. Board members shall execute care and responsibility with regard to the physical and fiscal resources of the Association. The Executive Board shall establish a procedure for resolving allegations of a Board member's misconduct and/or misuse of these resources. This procedure shall be designed to protect the rights of the accused while also protecting the resources and integrity of the Association.

Procedures:

- A member of the Association who is concerned about a Board member's possible misconduct and/or misuse of resources should attempt to resolve the matter on their own. If unable to do so, they may report the allegation to the President.
- Upon receipt of such an allegation in writing, the President may appoint a Special Advisory Committee (SAC). If the President is the person who is accused of the misconduct the Past President will appoint members of the SAC.
- The existence and specific membership of the SAC is not a matter of public record. The President or Past President shall inform the Board of the existence of the SAC when it is formed, but not of the particulars.
- The SAC shall consist of the three Board members appointed by the President. If it was a Board member who made the allegation, that Board member shall not be included on the SAC.
- The purpose of the SAC is to investigate and resolve the allegation.
- Throughout the process of resolving the allegation, the SAC shall maintain confidentiality regarding the allegation, its deliberations, and the resolution, outside of the committee's report to the Executive Board.
- Duties and procedures of the SAC:
 - The SAC convenes to review the allegation
 - The SAC sends a certified letter to the parties involved in the allegation, including the person who made the allegation, informing them of the allegation and of the resolution process
 - All deliberations of the SAC are private, and meetings are closed
 - Minutes of the SAC proceedings are kept, but only maintained until the matter is resolved
 - The SAC will attempt to meet with all parties involved in the allegation
 - The primary goal of the SAC shall be to resolve the matter within the committee and to keep the matter private.
- If unable to resolve the allegation within the committee, or if the SAC deems that Board action is needed, the committee shall report to the Executive Board with any recommendations for action.
- If the accused party is not satisfied with the action of the SAC, he/she may request that the Executive Board review the allegation.



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POLICY #7: FINANCES

It is the policy of the Executive Board to develop an annual budget by June 30 for the following fiscal year. This budget should be based on the Association's Action Plan.

Procedures:

- The Treasurer will provide an update of finances at every Executive Board meeting.
- The Treasurer will develop and submit a fiscal report by November 1st to all Board members.
- Budget requests must be submitted in writing to the Board 30 days in advance.
- The Board will review the request and make a determination.
- No individual shall be allowed to commit association funds without prior written budgetary approval through the process outlined in this section. No member of this Association shall contract, or incur in the name of the Association, any debt for any reason whatsoever without the specific and proper authorization of the Executive Board.
- The Treasurer shall not expend association funds without previous written approval from the Board.



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POLICY#8: FISCAL SUPPORT FOR INDIVIDUAL PROPOSALS

It is the policy of the Executive Board to fund activities that support the mission of the Association. Members may make formal proposals to the Association for funding activities that have not been included as part of the annual budget, for consideration. Such proposals could include potential budget overruns, special projects, or other unanticipated expenses.

Procedures:

- All proposals, that are not part of the existing budget need to include the following components:
 - The purpose of the funds must be clearly stated. This can be done by referencing the purposes of the Association or clearly stating the intended use of the requested funds. An introduction should also include a listing of the individual(s) involved in the activity and an outline of their duties/responsibilities. In activities that involve more than one person, an individual must be identified as responsible for the funds to be allocated and this can be a committee chair.
 - Cost of the project should include estimates of all anticipated costs (such as, supplies, consulting expenses, and printing). In the discussion of the costs of the requested activity the member or members should discuss the cost/benefit(s) to the Association.
 - The estimated time for the completion of the activity should be included. A timeline that includes short-term objectives and the estimates of time needed to complete those activities should be a component of this area.
 - For projects longer than six (6) months or that would continue into a new fiscal year, an interim report must be made midway through the project and/or at the last meeting of the Fiscal Year. The interim report should state the status of the activity, the completion of the objectives and an evaluation of the time needed to complete the activity. The Board retains the right to discontinue the project at any time.
 - Upon completion of the activity a final report needs to be submitted to the Board that summarizes the benefit to the organization and provides recommendations, as appropriate, for additional activities.
 - An article must be written, as appropriate, for the website.
- When a proposal is accepted by the Board, the President shall assign a Board member to serve in an oversight capacity.
- The Board Member in charge of oversight will be allowed to submit reimbursement forms to the Treasurer without the Chair's signature.
- No member(s) of the Board, or of the membership of MASP, may profit from funds allocated for special projects as well as standing committee and officer duties. No family members or friends may benefit if not approved by the Board for specific services rendered (secretarial, etc.).



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POLICY #9: REPRESENTING THE ASSOCIATION

It is the policy of the Executive Board to review and formally endorse statements purporting to represent the Association. Such statements must reflect the purposes of the Association and/or the current Association Action Plan.

Procedures:

- Statements purporting to represent the Association must have been presented in advance in writing to the Executive Board. Such statements must be formally endorsed in writing by the Executive Board prior to dissemination.
- Individuals may represent themselves as Association members in conversations with others, but they may not present themselves as representing the Association without following the procedures outlined above.
- All liaisons, coalitions, etc. are approved by the Executive Board at the beginning of each year. If liaisons are to be initiated during the year, presidential approval is required.
- Liaisons must follow the procedures above for following Association procedures.
- MASP members who serve as contact persons for any given liaison/coalition are expected to keep the MASP leadership informed of the relevant activities and issues. This might include brief written reports of meetings or conferences, copies of relevant documents, recommendations for MASP involvement in specific projects, etc.



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POLICY #10: COMMITTEES

It is the policy of the Executive Board to develop committees to do the work of the Association.

Procedures:

- Each committee should have a stated purpose.
- Each committee shall develop annual goals and objectives consistent with the purposes of the association and with the Association's Action Plan.
- Committee goals and objectives must be approved by the Executive Board.
- Each committee will submit a report at Board meetings and upon special request of the President. Written reports will be submitted for presentation at the Annual Meeting, or if specifically required.
- Any duly constituted committee wishing to poll the membership for data it feels essential for committee work shall receive approval through the Executive Board.
- Chairperson process:
 - In order to be eligible for a chairperson position, the person:
 - Must have been an active participating member for a year
 - Recommended to the Executive Board by the current chair
- Annual review for each committee: review goals, future work, status of the chair/s and members. Members should attend meetings and actively participate in the activities/jobs of the committee.



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POLICY #11: INFORMATION MANAGEMENT

It is the policy of the Executive Board to control the communication of information regarding Association business.

Procedures:

- Executive Board minutes will be made available to any member who requests them.
- Executive Board discussions (including email communications) should be considered confidential within the Executive Board.
- Committee Chairs may share relevant information with their committee members and select individuals necessary to carry out the mission of the committee.
- Formal written statements purporting to be representing the position of the Association shall not be made without the prior consent of the Executive Board.
- While any MASP member is entitled to express their personal and professional views on any issues, these personal views should be identified as such.