



# MASP

Maine Association of School Psychologists 主 體 吳 林 董 群 身

## MAINE ASSOCIATION OF SCHOOL PSYCHOLOGISTS

### BY-LAWS

[Adopted 1995]

[Amended September, 9, 2005]

[Amended November 17, 2012]

[Amended December 6, 2019]

## **ARTICLE I - Name of Organization**

- A. The name of the organization shall be the Maine Association of School Psychologists.

## **ARTICLE II - Purposes**

- A. To promote the highest standards of ethics, training, and practices in the provision of school psychology services in the public and private schools of Maine.
- B. To promote quality education and mental health for all children.
- C. Inform the public about the services and the practice of school psychology.
- D. Encourage and provide opportunities for the professional growth of individual members.

## **ARTICLE III – Membership**

### A. Categories of Membership

1. There shall be four categories of dues paying members in this Association: Regular Member, Associate, Student, and Retired.
2. Minimum qualifications for regular membership to this Association shall be certification by the Maine Department of Education as a School Psychologist Specialist, or current certification by the National Association of School Psychologists as a Nationally Certified School Psychologist, or licensure by the Maine Board of Examiners of Psychologists as a Licensed Psychological Examiner, or Licensed Psychologist.
3. Associate membership status will be afforded to other persons who do not meet the eligibility requires of the other membership categories and may include those functioning as a school psychologist without a school psychology credential, consultant, or supervisor of psychological services; faculty at a school psychology graduate program; or allied professionals, or undergraduate or graduate students, with a strong affiliation to school psychology, who support the work of the profession and wish to convey their affiliation and commitment through membership in the Association.
4. Student members shall be persons actively enrolled in a school psychology graduate program at least one-half time or a minimum of six semester hours or its equivalent per semester. Student membership is not available to those employed full time in the profession.
5. Retirement members shall be persons who are age 50 or older and have retired from full time remunerative professional activity but may be consulting or involved in other paid professional activity less than 15 hours a week.

### B. Statement of Rights and Privileges

1. All membership categories of the Association shall be entitled to attend and participate in committee meetings of the Association and to be eligible to serve on various committees.
2. Voting rights are reserved for regular, student, and retired members only.

## **ARTICLE IV – Executive Board**

### A. Executive Board Members

1. The Executive Board shall be established and be comprised of Association Officers, Standing Committee Chairs, and the University of Southern Maine faculty representative.
2. The Officers of the Association shall be President, President-Elect, Past President, Secretary, ~~and~~ Treasurer and the Maine Delegate to the National Association of School Psychologists. The duties of the officers of the Executive Board shall include the following:
  - a) President
    - i. Preside at all general meetings of the Association
    - ii. Serve as chairperson of the Executive Board and determine the date, time, location and agenda for Executive Board Meetings.
    - iii. Annually appoint the Secretary, the Treasurer and any Member(s)-at-Large with advice and approval from the Executive Board

- iv. Serve as the official spokesperson for information about or positions approved by the Association.
  - v. Serve as an ex-officio member of all standing or ad-hoc committees, and appoint such committees as deemed necessary.
  - vi. Shall serve for a two-year term, commencing on the first day of July following election to the last day of June in the biannual year.
- b) President-Elect
- i. Serve as an officer and member of the Executive Board.
  - ii. Serve as chairperson of the Executive Board in the absence of the President.
  - iii. Succeed the President when (s)he can no longer serve, assuming the duties of President until the time of the next regularly scheduled election.
- c) Treasurer
- i. Serve as an officer and member of the Executive Board.
  - ii. Maintain records of financial transactions and financial status of the Association.
  - iii. Make financial reports to the Executive Board at every meeting. Prepare a written financial summary report to the general membership on an annual basis.
  - iv. The Treasurer shall have the authority to make payments on the behalf of MASP as provided by the policies and bylaws.
  - v. The Treasurer provides for an additional signatory on all MASP accounts so that, in case of the Treasurer's absence or incapacity, that individual shall have the authority to sign checks and perform other financial transactions on behalf of the organization. The signatory shall be an elected officer of MASP designated by the Executive Board.
- d) Secretary
- i. Serve as an officer and member of the Executive Board.
  - ii. Prepare, submit and maintain a written record of the minutes of each Executive Board meeting and the official business meeting of the Association.
  - iii. Maintain a copy of each Executive Board agenda.
  - iv. Maintain the Association By-laws.
- e) Immediate Past President
- i. Serve as an officer and member of the Executive Board.
  - ii. In the absence of the President and the President-Elect serve as the chair of the Executive Board.
  - iii. Assist the President in implementing Association activities.
- f) Delegate to NASP
- i. Serve as a member of the Executive Board.
  - ii. Serve as liaison between the state and national associations as defined by the National Association of School Psychologists.
  - iii. Shall be responsible for the communication of information, policies, practices, and concerns between the National Association to the Executive Board.
- B. Non-voting members of the Executive Board
1. Non-Voting members of the Executive Board shall be the Student Representative, and any At-Large members and/or Ad-Hoc Committee Chairs. These members shall make recommendations to the Board concerning the professional needs of the membership and direction of the Association, and assist the Board with Association activities.

## **ARTICLE V – Board and Committees**

- A. Standing Committees will be appointed by the Executive Board to aid and fulfill the goals and functions of the Association. The President shall appoint a Chair for each standing committee subject to the approval by a simple majority of the Executive Board.
- B. Committee Chairs will report activities to Association Officers at meetings of the Association.
- C. All Committee meetings shall be open to members in all membership categories of the Association.
- D. Ad-Hoc Committees will be established by the President as required.

## **ARTICLE VI – Membership Participation and Decision Making**

### **A. Annual Meeting**

1. The Association shall hold a general membership meeting at least annually at such time and place as determined by the Executive Board.
2. The annual meeting shall include a business meeting at which Association issues and items of concern to the general membership will be discussed.
3. An annual financial report shall be submitted to the membership at the annual meeting.
4. The Executive Board may arrange other meetings for the membership as appropriate and in order to meet the needs of the membership.
5. There will be advance notice of any membership meetings

### **B. Quorum**

1. A quorum for purposes of transacting business either at a meeting or by other forms of communication shall be 29% of the current voting members. Each issue submitted shall be decided by a simple majority vote of those voting.
2. Proxy voting will not be allowed at the annual association meeting.

## **ARTICLE VII – Elections**

### **A. Procedures:**

1. A standing Nominations and Elections Committee shall oversee all aspects of the MASP election process. The Committee serves as an advisory committee to the Executive Board.
2. The Nominations and Elections Committee shall be comprised of at least 3 MASP members in good standing.
3. The Nominations and Elections Committee shall be responsible for monitoring the entire election process from the solicitation of candidates to the announcement of the election results.
4. The Nominations and Elections Committee shall enforce the rules set forth by the Executive Board as described in the Policies and Procedures Manual. The committee shall recommend to the Executive Board any and all procedural changes that it deems necessary and appropriate. The committee shall address all election complaints and investigate potential violations with final mediation if necessary by the Executive Board.
5. Members of the Executive Board and Nominations and Elections Committee shall refrain from actively supporting a candidate other than any Executive Board member who is running for office to engage in campaigning for themselves. Active support of a candidate includes initiating communication with another party or parties with the intent of influencing the voting in favor of a candidate
6. Names will appear on any ballot in alphabetical order for each elective office.
7. Should only one person's name be submitted for an office, that name will appear first on the ballot with a space also provided for a write-in candidate.
8. ~~A plurality of votes shall determine~~ The outcome of each elective office shall be determined through a rank choice voting process in which each member ranks the nominees and the first nominee to receive a majority of the votes is declared the winner.
9. Election of the President shall be regularly held on a biannual basis, excluding the need for a special election as determined by the Executive Board. Upon being elected, the President Elect shall serve one year in that position before assuming the two year President position.
10. Elections will be held according to the guidelines specified in the Policies and Procedures Manual.

## **ARTICLE VIII — Ethics and Professional Practice**

### **A. Code of Conduct**

1. The Maine Association of School Psychologists accepts the *Principles for Professional Ethics* in whatever version most recently adopted by the National Association of School Psychologists as the formal principles that guide the conduct of members of the Association.
2. The Executive Board is authorized to enforce compliance with the provisions of these bylaws, and any policies, rules of conduct, professional ethics, or regulations promulgated by the Executive Board including, but not limited to, MASP's Commitment to Civility. A member may be sanctioned in various manners including being suspended or expelled from the Association for violation of these policies, rules of conduct, professional ethics, or regulations ~~the Code of Ethics~~ upon recommendation of a duly appointed ~~Ethics and Professional Standards Committee~~ Ad Hoc Committee representing a broad range of MASP leadership as well as a MASP member of the person in question's choosing. This expulsion shall be confirmed by a two-thirds (2/3) vote of the Executive Board of the Maine Association of School Psychologists.
3. The Executive Board shall give a Member subject to suspension or expulsion thirty (30) days' notice of the grounds for removal. The Member shall have an opportunity to be heard at least ten (10) days before the suspension or expulsion from membership.
4. Any person who has been disaffiliated may reapply for membership after two years from the date of membership termination. The Professional Standards Committee shall review the application and provide a recommendation to the Executive Board. This decision shall be confirmed by a two-thirds (2/3) vote of the Executive Board.

## **ARTICLE IX – Finances**

### **A. Annual Dues and Debts**

1. Annual dues shall be established for each membership category by the Executive Board subject to approval by a vote of the membership of the Association and shall be payable upon receipt of an annual dues statement from the Association. The fiscal year for all Association activities will run from the first day of July to the last day of June of each calendar year. This time frame also encompasses the yearly membership dues period.
2. No member of the Association shall contract or cause to be made in the name of the Association any debt without the specific and proper authorization of the Executive Board. The Association shall be indemnified from any unauthorized debt.
3. The Executive Board may require the performance of an audit, financial review, financial compilation or financial assessment, which will involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization. This need not be a formal audit, but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets.

## **ARTICLE X - Amendments**

### **A. By-Laws Amendments**

1. Amendments to these By-laws may be proposed by any member.
2. Proposed amendments shall be addressed to the President of the Association who shall submit such to the Executive Board.
3. Upon a majority vote of the full Executive Board the proposed amendments shall be presented to the Association membership for comment. After appropriate revisions are made, the Executive Board will present the final version for a vote to the full membership at the yearly meeting.

## **ARTICLE XI - Dissolution**

### A. Termination of the Association

1. The Association may elect to dissolve itself on the basis of a two-thirds (2/3) vote of the membership.
2. Upon dissolution the Association shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all of the assets of the Association and in such manner or to such organizations that are organized and operated exclusively for charitable, educational, or scientific purposes and shall be exempt from taxation under Section 501 (c) of the U.S. Internal Revenue Code, or any future applicable tax code.

## **ARTICLE XII - Resignation from the Association**

- ### A. A member may resign their membership in the Association at any time, except when under investigation of ethical misconduct, by notifying the President of the Association in writing. No refund of dues or assessments shall be made to a member who resigns.

## **ARTICLE XIII - Liaison with other Organizations**

- ### A. The Executive Board of the Maine Association of School Psychologists may establish liaison positions to facilitate communication and cooperation between this Association and other non-profit organizations and agencies of similar purpose.

SIGNATURES AND VERIFICATION

This copy of the By-Laws of the Maine Association of School Psychologists has been reviewed and approved by the following current officers:

_____ President's name (printed)	_____ President's signature	_____ Date
_____ President-Elect name (printed)	_____ President-Elect's signature	_____ Date
_____ Past President's name (printed)	_____ Past President's signature	_____ Date
_____ Secretary's name (printed)	_____ Secretary's signature	_____ Date
_____ Treasurer's name (printed)	_____ Treasurer's signature	_____ Date
_____ NASP Delegate's name (printed)	_____ NASP Delegate's signature	_____ Date