



North Carolina School Psychology Association Bylaws

Revised October 2018

Article I – Name of Organization

The name of the organization shall be the North Carolina School Psychology Association.

Article II – Purpose of the Organization

- A. To promote and maintain the highest standards of ethics, training, and professional practices in the provision of psychological services in the public and private schools in the State of North Carolina.
- B. To promote and advance education and mental health through psychological research and dissemination of professional ideas.
- C. To serve the educational and mental health needs of students and to assist in the development of sound educational practices for the total school program.
- D. To advance the professional interests of school psychologists.
- E. To promote the interests of school psychology as a science and as a profession.

Article III – Membership

Section 1 – Categories of Membership

The organization shall consist of the following categories of membership.

A. Full Membership

Full Members shall have voting and office holding privileges. Once Full Member status has been established, that status shall not be altered due to change in work setting or job description during that membership year. Upon application, exceptions to the above will be considered by the Membership Manager.

- 1. Practitioner. A type of Full Membership open to residents of, or employees within, North Carolina, who:
 - a. have a minimum of a Master’s degree in school psychology or education, or are a Nationally Certified School Psychologist (NCSP), and are certified by a state department of education in school psychology and/or by the NC Psychology Board, and are delivering psychological services in North Carolina, or
 - b. have faculty status in an approved school psychology program and are involved for a portion of their time in the training of school psychologists.
- 2. Emeritus Member. A type of Full Membership open to individuals who attest that they do not anticipate being employed as school psychologists, full- or part-time, in any setting, during the membership year.
- 3. Patron Member. A type of Full Membership open to individuals who wish to support the Association with an additional financial contribution.

4. **Transitional Member.** A type of Full Membership open to school psychologists in North Carolina during their first year of practice following graduate school.

B. Other Types of Membership

1. **Associate Member.** This category of membership is open to individuals who:
 - a. would be eligible as a Full Member except they are employed and reside outside of North Carolina, or
 - b. are professionally trained in a related field such as Clinical Psychology, Counseling or Social Work. Associate Members shall not have voting or office holding privileges.
2. **Affiliate Member.** This category of membership is open to individuals who have an interest in school psychology, but do not qualify as full members or associate members as defined above. Affiliate members shall not have voting or office holding privileges.
3. **Graduate Student Member.** This category of membership is open to individuals enrolled in a college or university graduate program for the study of School Psychology or Education. The student must be considered to have full-time status. Graduate Student Members shall not have voting or office holding privileges.
4. **Undergraduate Student Member.** This category of membership is open to individuals enrolled in a college or university program and has an interest in School Psychology. The student must be considered to have full-time status. Undergraduate Student Members shall not have voting or office holding privileges.
5. **Honorary Member.** Individuals who have made outstanding contributions to the profession of School Psychology may be nominated by any member of the Association for honorary membership. Such nominations shall be made in writing to the Membership Manager and must be confirmed by a majority vote of the Executive Board. Honorary members shall have voting and office holding privileges only if they meet the requirements for Full Member status. Honorary members will not pay dues.
6. **Corporate Member.** This category of membership is open to non-profit and for-profit companies that have an interest in promoting school psychology practice and who wish to support the work of the Association. Corporate members shall not have voting or office holding privileges.

C. Institutional membership is designed to assist Local Education Authorities (LEAs) with developing, supporting, and sustaining the professional practices of all student service personnel, especially school psychologists. NCSPA offers opportunities for professional development for all student services personnel, recognizes the work of individuals and LEAs, and emphasizes leadership development. Institutional membership exemplifies a commitment to continued professional learning and networking, a message that is appreciated by current and prospective employees. Benefits of institutional membership are comprehensive, and are designed to benefit the LEA as well as the individual member.

Benefits - In addition to the benefits enjoyed by individual members of NCSPA

- a. Institutional Members are eligible to have job opportunities posted directly on the NCSPA website and in the monthly newsletter

- b. Institutional Members have the opportunity to host NCSPA Drive-ins to support Professional Development of all members
- c. Institutional Members enjoy exclusive opportunities during the Fall Conference, such as complimentary interview space, recognition in the Program Book, and discounts on exhibiting fees.

Criteria - To qualify for Institutional Membership, an LEA must purchase at least 10 memberships:

- a. Practitioner memberships are available for school psychologists
- b. Affiliate memberships are available for school counselors and school social workers.
- c. Associate memberships are available for other school personnel such as school nurses, MTSS Coordinators, Principals, etc.

Section 2 – Application Process

All applications for membership shall be evaluated by the Membership Manager. Verification of eligibility for any category of membership may be required by the Executive Board. With the exception of individuals qualifying for student membership, members must at all times assume the highest level of membership for which they are qualified. The Membership Manager shall present names of new members to the Executive Board at each board meeting.

Section 3 - Membership Dues

Dues shall be established by the Executive Board for each classification of membership.

Section 4 – Severance of Membership

Nonpayment of Dues – Termination of membership shall be automatic if the required dues are not paid within 3 months of the membership renewal date.

Section 5 – Reinstatement of Membership

After termination of membership for nonpayment of dues, a Member may be reinstated upon application and acceptance for membership.

Article IV – Officers and Regional Representatives

Section 1 – Officers and Regional Representatives

- A. **Elected officers** of the Association include the following: president, president-elect, past president, secretary, treasurer, and the eight regional representatives.
- B. **Non-elected officers** of the Association include the following: NASP Delegate at Large and Committee Representatives from each of the committee groupings aligned with the strategic plan.
- C. Roles and responsibilities of Officers are outlined in the Operations Handbook.

Section 2 – Qualifications

- A. All Executive Board members shall be primarily employed in the State of North Carolina. Upon moving his/her principal employment from the State, the Executive Board member's term shall be terminated immediately.
- B. All Officers, Regional Representatives, and the Representative-At-Large shall be active voting members of the Association

Section 3 – Election and Term of Office

- A. The President-Elect shall oversee the nomination and election process of the Association. He/She shall present a slate of prospective officers and regional representatives to the voting membership as specified in the Operation Handbook.
- B. Term of Office:
 - 1. The President-Elect shall be elected each year. In the following year, he/she will become President and in the year after that he/she will serve as Past President.
 - 2. The Treasurer shall be elected in even-numbered years and serve a term of two-years.
 - 3. The Secretary shall be elected in odd-numbered years and serve a term of two-years.
 - 4. One of the two Regional Representatives from each region will be elected each year and serve a term of two-years.
- C. The Executive Board shall require the resignation of an Officer, Regional Representative, or NASP Delegate-At-Large if the Executive Board has evidence that the individual involved is not performing tasks as stipulated in the Bylaws of this Association.

Section 4 – Filling an Unexpired Term of Office

- A. In the event that the President is unable to complete the term, the President-Elect shall immediately succeed to that office, completing the term of office and serving throughout the following year.
- B. A vacancy occurring before the expiration of the term of President-Elect shall be filled by a special election by the membership voting on nominees submitted by the Executive Board acting as a nominations committee.
- C. Vacancies occurring before the expiration of the term of office of Secretary, Treasurer, or Regional Representative shall be filled for the remainder of the term by presidential appointment with approval of a majority vote of the Executive Board.
- D. Regional Representatives must be employed in the regions which they are elected to represent. Upon moving his/her employment from the region, or from resignation, the term shall be filled by presidential appointment with approval of a majority vote of the Executive Board.

Article V – Executive Board

Section 1 – Members

- A. The NCSPA Executive Board is comprised of 13 elected officers and other non-elected officers as outlined below:
 1. Elected Officers:
 - President (Chair - nonvoting)
 - President Elect
 - Past President
 - Secretary
 - Treasurer
 - Regional Reps (2 per region)
 - Mountain
 - Coastal
 - North Piedmont
 - South Piedmont
 2. Non-elected Officers:
 - NASP Delegate At Large
 - Committee Representatives from each of the committee groupings aligned with the strategic plan.
- B. The President of the Association shall be chairperson of the Executive Board and the Secretary of the Association shall serve as Secretary of the Executive Board.
- C. All Officers shall have voting privileges on the Executive Board

Section 2 – Rules

- A. The Executive Board shall have general supervision of the affairs of the Association. The Executive Board shall conduct all matters of business, administer policy through procedures set forth in the Bylaws of the Association, and make recommendations to the membership.
- B. A meeting of the Executive Board shall be called by the President during scheduled conferences of the Association. Additional Executive Board meetings shall be held at the discretion of the President following notice to all members of the Executive Board, or upon petition in writing by at least half of the Executive Board members or at least 25 percent of the general voting membership.
- C. A summary of the official minutes of all Executive Board meetings shall be posted to the NCSPA website and/or the NCSPA newsletter.
- D. Business of the Executive Board, when expedient, may be conducted by mail or electronically under the discretion of the President. These actions shall be recorded by the Secretary and included in the official minutes at the next Executive Board meeting.
- E. All actions of the Executive Board are subject to discussion by the members of the Association at the membership meeting held during scheduled meetings of the Association.
- F. One more than half of the voting members of the Executive Board in attendance at a meeting of the Executive Board shall constitute a quorum.

Article VI – Committees

Section 1 – Types of Committees

- A. Standing Committee: Standing committees are permanent and may be created or dissolved only by a majority vote of the Executive Board.
- B. Ad hoc Committee or Workgroup: The President or the Executive Board may convene a special committee or workgroup at any time. This group will exist until the task is completed or the end of the fiscal year.

Section 2 – Duties and Supervision of Committees

- A. Unless otherwise noted in Section VII: Committee Functions of the Operation Handbook, each standing committee, ad-hoc committee, or workgroup of the Association has a Chair recommended by the President and approved by the Executive Board. Chairpersons may be elected members of the Executive Board or they may be general members of the Association. All chairpersons must be members in good standing of the Association.
- B. Functions and responsibilities of Committees and workgroups are outlined in the Operation Handbook.
- C. The President may require a committee chairperson to relinquish the chair when deemed in the best interest of the Association.

Article VII – Balloting

Elections and any other business of the Association that requires voting of the membership may be conducted by mail ballot and/or electronically. The Membership Manager shall publish, distribute, and count the ballots.

Article VIII – Financial Policies

Section 1 – Budget

- A. In collaboration with the Financial Advisory Workgroup, the Treasurer will compile a proposed budget, and present it to the Executive Board at the final meeting of the year. A summary of the proposed budget will be published in the next edition of the Newsletter.
- B. The proposed budget is presented to the Executive Board for final approval at the first meeting of the new fiscal year.
- C. Additional information regarding budget development is found in Section IV: Association Finances of the Operation Handbook.

Section 2 – Financial Reporting

A written financial report of all accounts of the Association shall be presented by the Treasurer at each Executive Board meeting and at scheduled conferences of the Association.

Section 3 – Dues

Dues shall be established by the Executive Board for each classification of membership.

Section 4 – Fiscal Year

The fiscal year of the Association shall be from January 1 through December 31.

Section 5 – Dissolution

In case of dissolution of the Association, all assets will be distributed to a public or tax exempt cause as determined by the Executive Board.

Article IX – Meetings

At least one membership meeting of the Association shall be held each year during a scheduled conference of the Association. There shall be at least one annual conference of the Association each year.

Article X – Parliamentary Authority

For procedures not covered in the Bylaws of the Association, the most recent edition of Robert's Rules of Order shall be the authority. The President-Elect shall be the Parliamentarian.

Article XI – Amendments

- A. A proposed amendment to the Bylaws shall be presented to the current membership of the Association by the Executive Board either by a majority vote of the Executive Board or upon receiving a petition signed by at least 25 percent of the current membership.
- B. Voting on proposed amendments may be at any membership meeting of the Association or by a mail/electronic ballot. The polls shall be declared closed 15 days after the date of mailing the ballot to the voting members.
- C. The amendment must be approved by 75 percent of those voting.

Article XII – Ethics and Professional Practice

NCSPA adopts the American Psychological Association-(APA) Code of Ethics and the National Association of School Psychologists (NASP) Principles for Professional Ethics. As the APA Code of Ethics and the NASP Principles for Professional Ethics are modified, adopted, or amended, such amendments and modifications will be adopted by NCSPA.