

**SOUTH DAKOTA ASSOCIATION OF SCHOOL PSYCHOLOGISTS
CONSTITUTION AND BYLAWS**

ARTICLE I. NAME

SECTION 1. Name: The name of the organization shall be the South Dakota Association of School Psychologists.

ARTICLE II. PURPOSES AND LIMITATIONS

SECTION 1. Purposes: The purposes of the Association shall be:

- A. To serve the educational and mental health needs of all students.
- B. To encourage and provide opportunities for the professional growth of school psychologists.
- C. To inform the public about the services and practice of psychology in the schools.
- D. To advance the standards of the profession of school psychology.
- E. To cooperate with other agencies, offices, and organizations on subjects of common concern.

SECTION 2. Limitations: The Association shall be nonprofit, nonpartisan, and nonsectarian in its purposes and activities. The Association is organized exclusively for the promotion of professional development for school psychologists and related educational disciplines, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 3. Dissolution: Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the Treasurer of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III. MEMBERSHIP

SECTION 1. Membership: The Association shall consist of the following membership categories:

- A. Regular. Qualifications: Open to those who hold a valid School Psychologist endorsement from the State of South Dakota, Department of Elementary and Secondary Education.
- B. Associate. Qualifications: Open to those working in the field of school psychology or other allied fields of specialty but not meeting the requirements for membership as a Regular member.
- C. Student. Qualifications: Open to those engaged in coursework leading to a valid School Psychologist endorsement by the State of South Dakota.
- E. Retired. Qualifications. A former member who has retired from full-time employment as a school psychologist and who desires to continue his/her association ties. A retired member may run for elective office but must first become a regular member in good standing to be placed on the ballot. A retired member has a right to vote on all association matters.

SECTION 2. Membership Processing:

- A. All memberships shall be approved by the Treasurer. If there is a question of qualification, it shall be resolved by the Executive Board by a simple majority vote.
- B. A person must be in good standing to be a member of the Association, to serve on a committee or task force, to be placed on the ballot for an elective position, or to hold office.

C. Voting privileges and right to propose amendments or revisions to the constitution/bylaws shall be reserved for those holding the regular and retired membership category only. Election to office is reserved for those in the regular membership category only.

SECTION 3. Disaffiliation:

A. The termination of a school psychologist's endorsement or other professional certification that has been made for cause shall be reviewed by the Executive Board. A finding by the Executive Board of unethical behavior shall be grounds for disaffiliation.

B. Any person who has been disaffiliated may apply for membership after two years from the date of termination of membership, and upon showing that they are ethically, technically and professionally qualified for providing school psychological services and Association membership. The Executive Board is the only body that may rule on an application for membership once a member has been disaffiliated.

ARTICLE IV. OFFICERS

SECTION 1. Officers: The officers of the Association shall be the President, President-Elect, Immediate Past-President, Secretary and Treasurer. The term of office of each shall begin following the general membership meeting at the SDASP Annual Fall Conference. The length of office shall be one year for President, President-Elect, and Immediate Past-President, and two years for the Secretary and Treasurer.

SECTION 2. Duties:

A. It shall be the duty of the President to preside at all meetings of the Association, to act as chairman of the Executive Board, to appoint standing committees and task forces, and to designate emissaries to other offices and agencies. The President will present, further, and promote the objectives of the Association and perform the normal duties of a presiding officer.

B. In the event of absence or incapacity of the President, it shall be the duty of the President-Elect to assume and perform the duties of the President. The President-Elect shall succeed the President at the end of the latter's term of office. The President Elect shall serve as an advisor and promoter of continuing education, professional in-service training activities, and active Association membership recruitment.

C. It shall be the duty of the Secretary of the Association to keep and maintain the records of all meetings of the Executive Board, respond to membership inquiries, promote new and continued membership, secure information required for the determination of an applicant's eligibility for membership or office, forward pertinent summaries of activities of the Executive Board to all members of the Board, Newsletter Editor and Webmaster, and prepare and issue ballots on issues requiring the vote of the general membership.

D. It shall be the duty of the Treasurer of the Association to have custody of all funds of the Association and to deposit them in the name of the Association in a bank the Executive Committee may select. The Treasurer shall have the authority to sign all checks and pay all debts on behalf of the Association for the disbursement of funds as approved in the budget or as the Executive Board directs. The Treasurer shall have a current financial status report available for each Executive Board meeting and each general membership meeting. The Treasurer shall maintain membership contact information and manage registration data for conference and/or workshops and fulfill tax-exempt organization reporting requirements through the Internal Revenue Service.

E. In case of death, disability, or resignation of any officers of the Association (except the President), the Executive Board shall appoint a successor to serve until the next regular election or order a special election to fill the vacancy for the unexpired portion of the term. The President-Elect shall always succeed the President unless there is no President-Elect, in which case the normal nominating and balloting procedures must be followed.

F. The Immediate Past-President shall serve as counsel and advisor to the Executive Board, and as chairman of the Nominations Committee for the elections of officers. If there is no Immediate Past-President, the office shall be left vacant until filled by natural processes, and the duties performed by the Secretary.

ARTICLE V. EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the Association's President, President-Elect, Immediate Past-President, Secretary, Treasurer, the Area Representatives, and a USD Student Representative. Each member of the Executive Board has one vote and issues are decided by a simple majority vote. Committee chairpersons and the SDASP newsletter editor shall be non-voting members of the Executive Board. The Executive Board has the direction and authority to act for the Association as a whole, but not to alter voting requirements. Changes in the voting qualifications, voting procedures or other constitutional issues may only be accomplished by following the procedures set forth in other Articles of the SDASP constitution/bylaws. The Executive Board shall supervise and manage the affairs of the Association including elections, counting ballots, and certifying the results of balloting.

SECTION 2. The Executive Board shall designate no less than four geographical areas in the State of South Dakota which shall be selected to facilitate and enhance the representation of the members of the Association. Each area shall be numbered consecutively. Area Representatives will be elected by the Association members working within each designated area or selected by the Executive Board. The term of office shall be two years and will commence following the general membership meeting at the SDASP Annual Fall Conference. Area Representatives are responsible for keeping current information on school psychologists within their areas; attending Executive Board meetings; identifying and representing the needs, interests and desires of the Association's members within their area; promoting membership; and keeping area members informed of professional concerns through meetings, phone contacts, and the Association's official Newsletter. If the Executive Board determines that an Area Representative is unable and/or unwilling to serve, the President will appoint a replacement to serve the remainder of the current term.

SECTION 3. There shall be at least two meetings of the Executive Board in each calendar year. Meetings are held upon the call of the President or upon written petition of five or more members of the Association. Fifty percent of the Executive Board voting membership shall constitute a quorum for the conduct of official Association business.

SECTION 4. Organizations and/or associations to which the Association has officially affiliated will be encouraged to appoint a non-voting representative to the Executive Board.

SECTION 5. The SDASP Executive Board shall appoint a Continuing Education Coordinator who is responsible for coordinating the professional development program and fulfilling the NASP Approved Provider System Procedures.

ARTICLE VI. COMMITTEES

SECTION 1. There shall be standing committees appointed to aid and fulfill the goals of the Association. The duties and administrative procedures to be used by committees shall be prescribed by the Executive Board.

SECTION 2. The President of the Association shall appoint a chairperson to each standing committee subject to approval by a simple majority of the Executive Board.

SECTION 3. The Executive Board will authorize the title and composition of standing committees. Groups or individuals who are appointed to carry out tasks that are not identifiable as work of a specific standing committee will be given the title Ad-Hoc Committee or Task Force.

ARTICLE VII. MEETINGS

SECTION 1. There shall be a minimum of one general membership meeting held each calendar year. The date and place for such a meeting will be announced by the Executive Board at least one month prior to the time selected. Other general membership meetings are encouraged but not required by this constitution.

SECTION 2. Special meetings may be held any time upon the call of the Executive Board. Meetings of the general membership may also be called by written petition to the Executive Board by twenty percent of the membership in good standing. The Association Secretary must authenticate the signatures of petition signers and, if a valid petition is presented, the Executive Board must call such a meeting within thirty calendar days following validation.

SECTION 3. A quorum of twenty percent of the Association voting members shall be necessary to conduct Association business during a general membership meeting.

ARTICLE VIII. DUES AND FINANCES

SECTION 1. The annual dues will be set by the executive board. Membership year shall begin on the first day of the SDASP Annual Fall Conference and end the day before the following year's conference.

SECTION 2. The assessment of any other dues or special dues shall be decided upon only by a majority vote of the total membership, conducted by secret written ballot.

SECTION 3. Non-payment of dues for a fiscal year shall be considered resignation from the Association.

SECTION 4. Former members whose membership lapsed due to non-payment of dues may be reinstated upon payment of dues for the current year.

SECTION 5. A proposed budget shall be submitted by the Association President to the Executive Board for approval at the first Executive Board meeting after the President assumes office. Expenditures based on verifiable anticipated income will be the basis of maximum expenditures. In no case shall the expenditures exceed revenue on hand, but budgeting may be made against anticipated revenue. Anticipated expenditures as reflected in the budget need only be listed in broad categories (i.e., Membership Recruiting, Administration, Newsletter, Travel and Lodging, Executive Board, Committee Expenditures). The Executive Board must approve the total budget prior to any expenditure being made. If it appears that there is insufficient revenue on hand to cover future expenses, the Association Treasurer must notify each member of the Executive Board immediately so that all expenditures may be terminated.

SECTION 6. Once budget authorization has been approved, expenditures within budgetary limits may be made and vouchers submitted to the Treasurer for payment without further action or approval of the Executive Board.

ARTICLE IX. AMENDMENTS

SECTION 1. Amendments to or revisions of the constitution/bylaws shall require two-thirds vote of those members present and voting at a general membership meeting.

SECTION 2. Proposed amendments to or revision of the constitution/bylaws shall have been mailed to all members of the Association at least thirty days prior to the next scheduled general membership meeting, at which time they will be voted upon.

ARTICLE X. ELECTIONS

SECTION 1. No later than May 1 of each year, the Executive Board will obtaining one or more candidates for each office to be filled and to ascertain the willingness of the nominees to serve if elected. Notification of vacancy of positions shall be published and the general membership is encouraged to nominate candidates. Nomination information will be disseminated to the Regular and Retired members no later than two weeks prior to the SDASP Annual Fall Conference. The Executive Board shall be responsible for the supervision of the election. If candidates remain unopposed, the Executive Board shall approve and announce the new officers at the general membership meeting to take place at the SDASP Annual Fall Conference. The President and two non-candidate members shall be responsible for conducting a count of the vote and certifying the results. The President shall notify the membership of the election results.

ARTICLE XI. RULES OF ORDER

SECTION 1. Robert's Rules of Order shall be the parliamentary authority for this organization in all cases in which they are applicable and are not inconsistent with the constitution/bylaws or other rules of the Association. The constitution/bylaws shall become effective upon ratification by the Association members.

ARTICLE XII. EFFECTIVE DATE _____

Officer Signatures (must have at least two):

Position:

President

President-Elect

Immediate Past-President

Secretary

Treasurer

West Area Representative

Central Area Representative

Northeast Area Representative

Southeast Area Representative

Date:

