

**Bylaws of the
Texas Association of School Psychologists**

ARTICLE I. NAME

Section 1. Name

The name of the organization shall be the Texas Association of School Psychologists (TASP) as stipulated in the Constitution.

Section 2. Location

The office of this organization shall be located where the President resides or in a place approved by the Executive Board of the Association.

Section 3. Affiliation

The Association is a recognized affiliate of the National Association of School Psychologists (NASP).

ARTICLE II. PURPOSES AND LIMITATIONS

Section 1. Purposes

- a. The purposes of the Association shall be those stipulated in the Constitution.
- b. The Association shall maintain an integrated planning process of long-range goals and objectives in anticipation of future needs and trends of the profession and the Association.
- c. The Executive Board shall establish a strategic plan containing annual goals and objectives for the Association.
- d. The general membership shall be informed of the purposes, goals, objectives, and implementation activities of the Association through announcements at meetings, newsletters, and other methods of information dissemination.
- e. Long-range plans, goals, objectives, and activities of the Association shall be in accordance with the purposes stipulated in the Constitution.

TASP is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. Limitations

Limitations of the Association: TASP shall be a nonprofit, non-stock corporation, having members only for the purposes stated in Article II, Section 1.

Section 3. Dissolution

In the event of dissolution of the Association, funds shall be distributed as stipulated in the Constitution. Procedures for distribution of remaining funds and records documenting such actions shall be overseen by the Executive Board. Specific persons shall be named as responsible for maintaining any records of such actions, if dissolution should occur.

ARTICLE III. MEMBERSHIP

Section 1. Membership

- a. Categories of membership and rights of members status shall be as stated in the Constitution.
- b. Verification of professional status must be indicated on the application for membership.
- c. Qualifications and verification requirements for each membership category shall be as stated in the TASP Operating Guidelines and membership application form.
- d. Individual professional membership categories include Regular, Life, Honorary, Affiliate and Retired. Individual provisional membership categories include Trainee and Student.
- e. Membership benefits include receiving The Texas School Psychologist, discounted fees for professional meetings and workshops, opportunities to participate in activities of the Association and access to the members only area of the Association website.

Section 2. Dues

Members shall pay dues in accordance with the Constitution. The membership application form, along with verification of professional status and dues payment, must be submitted to the Chairperson of the Membership Committee or designee as approved by the executive board.

Section 3. Severance of Membership

- a. All members will receive an annual dues statement. Renewal payment will be due one calendar year from the previous year's date of payment. Delinquency in dues payment exceeding one month will result in notification of termination of membership.

- b. If a member's license or certificate is revoked or surrendered in lieu of adjudication, his or her membership in TASP will be terminated.

ARTICLE IV. Executive Board Officers

Section 1. Officers

Officers of the Association, terms of office, election procedures, filling of vacancies, and removal from office shall be in accordance with the Constitution.

- a. In the event that the President-Elect is unable to succeed to the Presidency, nominations for a replacement shall be made by the Executive Board in an expedient manner. A President-Elect shall then be elected by the membership with ballots to be returned to the President within 30 days. Results of this special election shall be announced in Association print and/or electronic publications.
- b. The election of odd and even numbered Area Representatives will alternate each year.
- c. Officers are expected to attend meetings regularly. In the event that a voting member other than the President is not able to attend a meeting, he or she shall give sufficient notice so that an alternate may attend or a proxy vote can be arranged in writing. The alternate shall be a regular or life member of the Association.
- d. Area Representatives will be based on primary place of employment, not place of residency.

Section 2. Election of Officers

- a. The Immediate Past-President shall serve as Executive Board member in charge of the Nominations Committee; additional responsibilities include selection of members of the Executive Board who will serve on this committee.
- b. No later than forty-five days prior to the general elections, the Nominations Committee shall submit a list of candidates for elected offices.
- c. The nomination procedures and requests for nominations will be publicized in the following venues: Association printed or electronic publications, contacts made by the Nominations Committee and the Executive Board.
- d. The Nominations Committee shall promote interest in potential candidacy and attempt to submit at least two nominees for each office.
- e. If only one person's name has been submitted for an office, that name will appear first on the ballot with a space also provided for a write-in candidate.
- f. Names will appear on the ballot in alphabetical order for each elective position.
- g. When the nominations slate is complete, all nominees shall be notified and advised of the need to submit a brief description of professional background and information appropriate to be included with the ballot forms.
- h. The election will be completed by ballot no later than 45 days following the annual conference.
- i. A plurality of votes cast shall determine the election of each office.
- j. A tie vote for an elected office shall be resolved by majority vote of the Executive Board. The candidate with a plurality of votes shall win the election.

Section 3. Duties of Officers

a. President

The President shall:

1. Preside at all general meetings of the Association.
2. Serve as chairperson of the Executive Board and determine the date, location, time, and agenda for the Executive Board meetings.
3. Appoint a Parliamentarian- with the approval of the Executive Board.
4. Appoint chairpersons of committees, task forces, and special interest groups according to the Constitution and By-Laws of the Association and serves as ex- officio member of all committees.
5. Serve as the official spokesperson for information or positions of the Association. The President may also appoint persons to serve in this role with the approval of the Executive Board. Information concerning positions or issues to be addressed by the Association shall be channeled through the President.
6. Serve as authorized signee for approved accounts payables.

b. President-Elect

The President Elect shall:

1. Serve as an officer and member of the Executive Board.
2. Serve as chairperson of the Executive Board in the absence of the President.
3. Consult regularly with the President regarding Association activities to insure continuity and smooth transitions between terms of office.

4. Succeed the President according to the Constitution.
5. Assists the President, as assigned, in working with committees and implementing Association activities.
6. Serves on the Convention Planning committee.
7. Coordinates Board Meeting logistics.

c. Secretary

The Secretary shall:

1. Serve as an officer and member of the Executive Board.
2. Maintain written record of the minutes of each meeting of the Executive Board and official business meetings of the Association.
3. Prepare and submit copies of such records for the Executive Board members.
4. Maintain records of official activities and information of the Association.
5. Assist the President, as assigned, in handling correspondence and disseminating information.
6. Supervise the maintenance of a current mailing list of the Executive Board and the general membership.
7. Maintain the necessary supplies and materials for the duties of this office with expenses approved by the Executive Board and the Treasurer of the Association.
8. Serve as ex-officio member of the membership committee.

d. Treasurer

The Treasurer shall:

1. Serve as an officer and member of the Executive Board.
2. Maintain records of financial transactions and financial status of the Association.
3. Prepare and submit financial reports to the Executive Board at meetings.
4. Provide written financial summary reports and budget information to the Association general membership on at least an annual basis.
5. Take primary responsibility for signing all vouchers for payments made by the Association.
6. Maintain a tax exempt account number for the Association and supervise the use of this.
7. Supervise collection and accounting for all monies accrued and disbursed by the Association.
8. Recommend financial policies and procedures, and propose changes in the financial matters of the Association as needed.
9. Serve as the chair of the Financial Advisory Committee

e. Treasurer-Elect

The Treasurer-Elect shall:

1. Serve as an officer and member of the Executive Board.
2. Assist the Treasurer in maintaining records of financial transactions and financial status of the Association.
3. Assist the Treasurer in preparing and submitting copies of financial reports to the Executive Board at meetings.
4. Assist the Treasurer in providing written financial summary reports and budget information to the Association general membership on at least an annual basis.
5. Assist the Treasurer by taking assigned responsibility for signing all vouchers for payments made by the Association.
6. Assist the Treasurer in maintaining a tax exempt account number for the Association and supervise the use of this.
7. Assist the Treasurer in collecting and accounting for all monies accrued by the Association.
8. Assist the Treasurer in recommending financial policies and procedures, and propose changes in the financial matters of the Association⁵ as needed.
9. Serve as a member of the Financial Advisory Committee

f. Immediate Past President

The Immediate Past President shall:

1. Serve as an officer and member of the Executive Board.
2. In the absence of the President and the President-Elect, serve as chairperson of the Executive Board.
3. Assist the President, as assigned, in working with committees and implementing Association activities.
4. Consult regularly with the President regarding Association activities involving the continuation of goals or completion of projects from the previous year.
5. Serve as chairperson for the Nominations and Elections Committee.
6. Serve as chairperson for the Constitution and Bylaws Committee

g. Parliamentarian

The Parliamentarian shall:

1. Be a member of the Executive Board.
2. Consult with the Immediate Past President in matters pertaining to the special rules of the Association.
3. Advise the Executive Board or the meeting of the general membership as to parliamentary procedures in accordance with the Constitution.

h. Area Representatives

Area Representatives shall:

1. Serve as members of the Executive Board.
2. Make recommendations to the Executive Board in matters concerning the professional needs and opinions of the members in his or her geographical region of the State.
3. Provide information regarding the activities of the Association to members and other interested professionals within the region.
4. Assist the President as assigned, in working with committees and implementing, Association activities.

i. Graduate student representative

The graduate student representative shall:

1. Be a student member as defined in the constitution.
2. Make recommendations to the Executive Board in matters concerning student needs and opinions of the student members.

j. NASP State Delegate

1. The NASP State Delegate will not serve as a voting member of the Executive Board because the TASP membership did not vote for the NASP Delegate to hold office as an Executive Board member of TASP.
2. This position will be an appointed position by the TASP President.

ARTICLE V. GOVERNMENT

Section 1. By-Laws

The Constitution and By-Laws shall be the governing policies of the Association. Amendments may occur in the following manner:

- a. Any member may submit proposed changes in writing to the Executive Board.
- b. The Executive Board shall evaluate such proposals and if approved by a majority vote, shall submit the proposed amendment for ballot of the general membership.
- c. A simple majority vote of those returning ballots shall constitute approval and adoption of the amendment or revision.

Section 2. Executive Board

- a. The Executive Board shall consist of those persons serving in the elected and appointed positions defined in the Constitution and By-Laws of the Association.
- b. The responsibilities of the Executive Board shall be in accordance with the Constitution and By-Laws.
- c. Executive Board members unable to attend a meeting may assign their proxy vote to another Executive Board member and shall inform the Secretary in writing of this arrangement.
- d. Vacancies in the Executive Board shall be filled in accordance with the Constitution.

ARTICLE VI. COMMITTEES

Section 1. Administration

- a. There shall be committees appointed to fulfill the functions of the Association. The duties of the committees shall be described in the By-Laws.
- b. The President, subject to approval of the Executive Board, shall have the power to recommend the addition, deletion, or change of committees. A simple majority vote of the Executive Board would constitute approval of such actions.

Section 2. Appointments

- a. The President shall appoint chairpersons of committees subject to the approval of a simple majority of the Executive Board members.
- b. The chairpersons will select members to serve on their committees with the advice of the Executive Board.
- c. The President shall be an ex-officio member of all committees. Other members of the Executive Board may also be assigned the responsibility of committee service as ex-officio members.

Section 3. Type of Committees

a. Standing Committees

1. Standing Committees shall be established to implement the on-going purposes and needs of the Association:

- Perform duties and responsibilities as assigned by the President and approved by the Executive Board.
- Be assigned an Executive Board member as chairperson or ex officio member to advise and facilitate the functions of the committee.
- Make recommendations to the Executive Board concerning policies and activities of the Association.
- Be subject to addition, deletion, or change by recommendation of the President upon two-thirds majority vote by the Executive Board; exceptions would be committees required by the Constitution. Such actions would be subject to reconsideration when the President-Elect begins his or her term of office.

2. Standing committees may include but not be limited to the following committees:

- Convention Planning
- Membership
- Nominations & Elections
- Legislative
- Financial Advisory
- Professional & Ethical Standards
- Professional Development & Training
- Constitution & By-Laws Review
- Publications & Newsletter
- Public Information & Relations
- Awards & Honors

- NASP Affiliation & Liaison
- Graduate Student Liaison

b. Ad Hoc Committees

1. Ad Hoc Committees shall be created or deleted by the Executive Board for a specified purpose requiring continuing action and commitment by the Association.
2. Ad Hoc Committees shall perform duties and responsibilities as assigned by the President and approved by the Executive Board.

c. Task Forces

1. Task Forces shall be appointed by the President to address a single issue affecting the profession in general or the Association
2. Task Forces shall perform duties and responsibilities as assigned by the President and approved by the Executive Board.

ARTICLE VII. MEETINGS

Section 1. Time and Place

The Association shall hold an annual meeting in accordance with the policy of the Association. The annual meeting of the Association shall be held at such time and place as determined by the Executive Board in accordance with policy of the Association. Other meetings shall be determined by policy of the Association.

Section 2. Quorum

Executive Board: A quorum shall consist of one-half of the duly constituted body. When necessary, the Executive Board members may be polled by telephone or electronic means instead of calling together the body to conduct a special meeting. Minutes of such meetings shall be kept in the same manner as all other minutes of the Executive Board.

ARTICLE VIII. FINANCES

Section 1. Dues

Dues shall be payable upon initial application or upon receipt of an annual dues statement from the Association. Dues shall be established for each membership category upon recommendation of the Treasurer and approval of the Executive Board.

An annual dues statement provided by the Membership Committee shall notify members. Recommendations for the changes in amount of dues shall be the responsibility of the Treasurer, upon recommendation from the Financial Advisory Committee. Such recommendations shall be submitted to the Executive Board for approval and adoption. Renewal payment will be due one calendar year from the previous year's date of payment.

Section 2. Budget and Fiscal Year

The Treasurer, upon recommendation from the Financial Advisory Committee, shall present an annual budget to the Executive Board for adoption. The Executive Board shall determine the fiscal year.

Section 3. Expenditures

Upon adoption of the budget, all accounts payable being duly approved by the Treasurer or Treasurer-Elect, or in their absence by the President, shall be paid by those authorized in policy to disburse funds.

Section 4. Debt

Debts of the Association shall be in accordance with the Constitution and with consideration for the fiscal strength and integrity of the Association. All Association operating expenses shall be paid out of the general operating funds of the Association.

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

Section 5. Examination of Records

The Executive Board may cause the account of an officer or any person handling funds of the Association to be examined annually or as needed by a qualified committee or person.

Section 6. Salaried Personnel

Officers shall not be salaried employees of the Association.

Recommendations for salaried positions shall be subject to review by the Financial Advisory Committee and three-fourths majority approval by the Executive Board. Such positions shall be subject to scrutiny, supervision, and discontinuance by the Executive Board.

Section 7. Dedication of Funds and Dissolution

All assets of this Association shall be permanently dedicated to the purposes set forth in Article II of the Constitution. In case of dissolution of the Association, all assets will be distributed to a public or tax-exempt cause as provided in Article II of the Constitution as excerpted below:

The Association shall use its funds only to accomplish the objectives and purposes specified in the Constitution and no part of said funds shall inure to, or be distributed, to the members of the Association. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II (Section 1) hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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 by the Court of Common Pleas of the county in which the principal office of the organization 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 IX. PARLIAMENTARY AUTHORITY

Section 1. Rules

The rules contained in the most recent revision of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are consistent with the special rules of this Association.

Special rules, policies, procedures, standards, and resolutions of the Association shall take precedence to Robert's Rules of Order in governing actions.

Section 2. Parliamentarian

The Parliamentarian shall be appointed by the President with the approval of the Executive Board.

ARTICLE X. AMENDMENTS

Section 1. Ballot

- a. The Constitution of the Association shall be amended by ballot of the general membership.
- b. A simple majority vote of those returning ballots shall be required for an amendment to pass.
- c. The ballots must be returned within thirty days.

Section 2. Responsibilities

Responsibility for recommendations concerning proposed amendments or revisions of the Constitution and By-Laws shall be the duty of the Constitution and By-Laws Review Committee. This committee shall also be responsible for the ballot process. Other responsibilities and procedures for amendments shall be as stated in Article V and X of the Constitution, and also, Article V of the By-Laws.

ARTICLE XI EFFECTIVE DATE

The original By-Laws were ratified on May 22, 1993. Subsequent amendments or revisions become effective immediately upon approval by the membership and verification by the Executive Board.

Amended By-Laws were ratified on January 30, 2010.