

POLICIES AND PROCEDURES MANUAL
INDIANA ASSOCIATION OF SCHOOL PSYCHOLOGISTS

Introduction

The Policies and Procedures Manual has been developed to provide guidance to the Executive Board and membership of the Indiana Association of School Psychologists.

The Policies and Procedures Manual shall be subordinate to the Articles of Incorporation and Code of Bylaws of the Association, but shall be superordinate in case of contradictions between the Policies and Procedures Manual and other decisions made by the Board. Both policies and Bylaws shall be superordinate to statements of procedure which are intended to represent advisory guidelines only.

Guidelines for the Adoption of Policies and Procedures

Official policy can be established or amended by a majority of those Board members present at a given Board meeting, provided that the proposed amendments are included in the notice of such meeting.

Prior to the Executive Board reviewing any new or revised policy the submitting organizational unit must:

1. Distribute the proposed new or revised section(s) in writing to the members of the Executive Board prior to the session at which it will be discussed.
2. Request that the new or revised section be placed on the Executive Board's agenda.

The President will present the proposed revision to the Executive Board for approval.

Procedures may be established by committee chairs and approved by the Executive Board. Changes in procedures can be enacted by the Executive Board at a regular meeting without prior notice. The Executive Board may approve the revisions, assign an effective date and distribute the revised section of this manual.

Definitions of Key Terms

Association - the term which designates and refers to the Indiana Association of School Psychologists, Inc. also referred to as IASP.

Articles of Incorporation and Code of Bylaws of the Indiana Association of School Psychologists, Inc. - the primary document of the Association which serves as the basic charter to guarantee rights and responsibilities of the members, which outlines the rules governing the conduct of the affairs of the Association.

Mailing – can be construed as US mail, electronic delivery, or hand delivery.

Policy - specific rule governing the management of the affairs of the Association and necessary to implement the purpose of each organizational unit.

Procedure - the specific steps necessary to implement each policy.

Position Paper - a statement of the official stance taken by IASP regarding an issue pertaining to the purposes of the Association as stated in Article II of the Articles of Incorporation. Notice that Position Papers have been adopted by the Executive Board will be published in the Association's Newsletter. Members will be informed that they may find Position Papers on the website.

In Writing - can be construed as hand written or electronic

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Policies and Procedures

ARTICLE 1: Identification

Section 1.01. Name. No Policy required. Refer to the Code of By-laws.

Purpose.

Policy 1 - A Mission Statement and Goals for the Association shall be developed in accordance with the Planning and Development Policies and Procedures and approved by the Executive Board.

Procedures: Refer to Planning and Development Committee Procedures (Section 6.07).

ARTICLE 2: Membership

Section 2.01. Qualifications of Members

Policy 1 – An IASP member’s regional affiliation will be based on the member’s place of employment or place of residence. While a member may not affiliate with a region outside of these criteria, any member may attend meetings of any other region.

Policy 2 – An IASP member who resides out of state but is employed in Indiana shall be assigned to the region in which he/she is employed. The member shall vote in this region as well. An IASP member who, both, lives and works out of state shall not be assigned a region.

Policy 3 – A full member of IASP who resides outside of Indiana, but works in Indiana, shall be assigned to the region in which the member works for purpose of voting for IASP Region Representative. IASP Full members who, both, live and work outside of Indiana will not vote for a Region Representative, but will be eligible to vote for statewide officers.

Section 2.02. Membership Categories

Policy 1 – Full membership—Persons must hold Indiana Certification as a School Psychologist.

Policy 2 – Student member/Early Practitioner—Persons enrolled for a minimum of six (6) semester hours in a school psychology training program and not employed full time, or completing an internship in school psychology, and have verification of student status. An Early Practitioner is a person in their first two years after graduation with an Ed. S. or Ph. D. and no longer enrolled in a school psychology training program.

Policy 3 – Associate member—Includes persons who meet the criteria for full membership, but who are not presently employed as a school psychologist. Past IASP members who are retired, or who are working or residing out of state are eligible for this category.

Policy 4 – Affiliate member—Persons with professional interest in the field and are not eligible for other membership categories.

Policy 5 – Lifetime membership may be awarded to a school psychologist who has made significant contributions to the field of school psychology. The awarding of Lifetime Membership must be approved by vote or the Executive Board.

Procedure: Lifetime membership will require nomination by a board member. The board member will submit the nomination in writing to the President and ask to have the nomination placed on the agenda of the next Board meeting. The nomination will include the contributions of the nominee to the field of school psychology and will be disseminated to the Board members prior to the meeting.

Section 2.03. Approval

Policy 1 – Applications for membership will be reviewed by the membership chair and committee according to the established criteria (Refer to Code of By-Laws Section, 2.01). The membership chair will then make a recommendation of membership or other action to the Executive Board.

Section 2.04. Rights of Members

No policy required. Refer to Code of By-Laws.

Section 2.05. Dues and Assessments

Policy 1 – The amount of dues for each membership category will be set by the Executive Board after hearing the recommendation of the Fiscal Advisory Board.

Procedures: Membership renewal notices and notification of dues will be mailed to current members by May fifteenth (15th) each year, payable by June thirtieth (30th). A second notice shall be sent on July 15th.

Membership forms will be included with the Fall Conference Registration mailing.

The membership committee may develop procedures to encourage early membership renewal.

Section 2.06. Resignation from Membership

No policy required. Refer to Code of By-Laws.

Section 2.07. Membership Certificates

Policy 1 – Membership certificates shall state the category of membership and member’s name as listed on the membership application.

Procedure: A non-transferable Certificate of Membership can be printed from the IASP website by each person admitted to membership. Typically this shall take the form of the paid invoice from the website.

Section 2.08. Termination of Membership

Policy 1 – Members who have not paid their dues and renewed their membership within one calendar year from their previous renewal year will be considered to have terminated their membership. Upon application and payment of dues, such a person will be considered a member in good standing.

Policy 2 – Membership may be terminated due to ethical violations.

Section 2.09 Period of Membership

Policy 1 – Membership year is July 1st to June 30th.

ARTICLE 3: Meetings of Members**Section 3.01. Place of Meetings**

Policy 1 – A General Business Meeting will be held at the Fall Conference site. Any other meetings of the entire membership would be held at a site determined by the President.

Section 3.02. Annual Meeting

Policy 1 – The General Business meeting of the Association will be held during the Fall Conference.

Section 3.03. Special Meetings

No policy required. Refer to Code of By-Laws.

Section 3.04. Notice of Meetings

No policy required. Refer to Code of By-Laws.

Procedure: Notice of the General Business Meeting at the Fall Conference will be included in the registration mailing to all members. The agenda will be included in the conference materials packet. Written reports from the Secretary and Treasurer will be provided. Notification for special meetings is outlined in the Code of By-Laws.

Section 3.05. Voting Lists

No Policy needed. Refer to Code of By-laws.

Section 3.06. Quorum

No Policy needed. Refer to Code of By-laws.

Section 3.07. Voting Rights

No Policy needed. Refer to Code of By-laws.

Section 3.08. Action without Meeting

No policy required. Refer to Code of By-Laws.

ARTICLE 4: Board of Directors**Section 4.01. Functions**

No Policy needed. Refer to Code of By-laws.

Section 4.02. Number

Policy 1 - There shall be twelve (12) voting members of the Executive Board: five (5) officers (President, President-elect, Immediate Past President, Secretary and Treasurer) and seven (7) Regional Representatives. For purposes of representation, the state of Indiana will be divided into seven (7) regions.

Procedure: Regional boundaries will coincide with regional designations established by the Indiana Council of Administrators of Special Education (ICASE) in order to facilitate locating and contacting school psychologists.

Regional boundaries may be altered by three-fourths (3/4) vote of the Executive Board. Rationale for altering the regional boundaries

will be presented in writing to members of the Executive Board prior to the meeting when the vote will occur.

Changes in regional boundaries and the rationale for those changes will be disseminated to the membership through the Association's newsletter.

Policy 2 - The role of the Regional Representatives will be to serve as liaison between members of the organization and the Executive Board and to represent the interests of the members of the regions from which they are elected.

Procedures: The duties and responsibilities of the Regional Representatives shall include but not be limited to the following:

Attendance at all meetings of the Executive Board. If unable to attend a meeting, the Representative is responsible for delegating a proxy. The proxy shall be a full member of the organization with affiliation in the region. The proxy may be the chair of a committee. Prior to the meeting, the Representative will notify the President of his/her inability to attend the meeting and indicate the proxy.

At the mutual agreement of both individuals, there may be a co-region representative; however there will be only one vote between the two.

Written reports of regional activities and strategic plan updates will be prepared in advance of and presented at the Executive Board meetings.

Attendance at the Planning and Development Retreat. If unable to attend, the procedure outlined above for delegating a proxy and notifying the President should be used.

Coordination of two (2) or more meetings each year for members in their regions. Dates, topics and speakers for these meetings will be given in writing to the chair of the Professional Development and Advancement committee at the last Executive Board meeting of the year.

Dissemination of information from Executive Board meetings to the members. A Regional Newsletter may be developed for this purpose.

Serve as liaison between members and the Legislative committee by informing members of legislation that would impact their practice and the rights and welfare of children and families.

Identification of exemplary practitioners in the each region to be nominated for awards.

Recruitment of candidates from each region for office in the Association.

Identification of members from each region to serve on committees.

Policy 3- Ex-officio non-voting members may be invited to participate on the Executive Board.

Procedures: The Indiana Delegate of the National Association of School Psychologists will be an ex-officio non-voting member of the Executive Board provided they hold membership in the Association.

Faculty and student representatives from Indiana school psychology training programs will be designated to be ex-officio non-voting members of the Executive Board provided they hold membership in the Association.

Representatives of other organizations may be invited to act as ex-officio non-voting members of the Executive Board. The President will designate such individuals after obtaining approval from the Executive Board.

Ex-officio members will be notified of Board meetings and tentative agendas in the same manner as Board members.

Section 4.03. Election

No Policy Required. Refer to Articles of Incorporation Section 6.03 and Code of By-laws Section 4.03.

Election procedures shall be approved by the Executive Board and carried out by the Membership and Communications Committee.

Section 4.04. Term

No Policies Required. Refer to Code of By-laws.

Section 4.05. Vacancies

No Policies Required. Refer to Code of By-laws.

Section 4.06. Resignation

No Policies Required. Refer to Code of By-laws.

Section 4.07. Removal

No Policies Required. Refer to Code of By-laws.

Section 4.08. Meetings

Policy 1 - The Executive Board will meet no less than six times annually.

Procedures: One Executive Board may be held in conjunction with the Fall Conference. Another will be held in conjunction with the Planning and Development Retreat. The four remaining meeting dates and times will be determined by the President.

Policies and Procedures for Special Meetings are outlined in the Code of By-laws Section 4.08

In the event of inclement weather on the day of a regularly scheduled board meeting, a phone conference may be held. Additionally, the President may opt to schedule regular board meetings by phone or other electronic means.

Section 4.09. Notice of Meetings

Policy 1 - The President or designee will notify Executive Board members of meetings by mail at least one week prior to each meeting.

Section 4.10. Quorum

No Policies Required. Refer to Code of By-laws.

Section 4.11. Powers

Policy 1 – Whistleblower Procedure

Procedures: Code of Ethics - The Indiana Association of School Psychologists (IASP) is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness, and integrity. IASP staff and leadership shall act with honesty, integrity, and openness in fulfilling their responsibilities as representatives of IASP and must comply with all applicable laws and regulations. Failure to follow these standards will result in disciplinary action, including possible termination of employment and possible civil or criminal prosecution if warranted.

Responsibilities - It is the responsibility of all staff and leadership to report suspected fraudulent or dishonest conduct in accordance

with this Whistleblower Procedure. Anyone reporting suspected fraudulent or dishonest conduct must be acting in good faith and must have reasonable grounds for reporting such conduct. Allegations that prove to be unsubstantiated and which prove to be made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and the reporting person may be subject to disciplinary action by IASP and/or legal claims by individuals named in the allegation.

A person's concerns about possible fraudulent or dishonest conduct should be reported to the President or Association Manager. A person's concerns about possible fraudulent or dishonest conduct by the President should be reported to the Association Manager. A person's concerns about possible fraudulent or dishonest conduct by the Association Manager should be reported to the Treasurer.

Reporting Procedures - Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors should not under any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution.
- Should not discuss the case with attorneys, the media, or anyone other than the President and/or Association Manager.
- Should not report the case to an authorized law enforcement officer without first discussing the case with the President, Association Manager and/or the Treasurer.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Definitions - Baseless Allegations. Allegations made with reckless disregard for their truth or falsity.

Fraudulent or Dishonest Conduct. A deliberate act or failure to act with the intention of obtaining an unauthorized benefit.

Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Misappropriation or misuse of IASP assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower. An employee or leader who informs the President, Association Manager, or Treasurer about an activity relating to IASP which that person believes to be fraudulent or dishonest.

Investigation - All relevant matters, including suspected but unproven matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and resolution of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the reporting person and his or her supervisor. Investigations may warrant further review by an independent person or firm, such as auditors and/or attorneys.

Whistleblower Protection - IASP will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistleblower complaints will only be shared with those who have a need to know so that IASP can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.

Whistleblowers who in good faith report suspected fraudulent or dishonest conduct shall not suffer harassment, retaliation, or adverse employment consequences such as loss of job, punitive work assignments, or impact on compensation. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Association Manager, President, or the Treasurer. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Policy 2 - Any Executive Board members shall be required to sign the IASP Conflict of Interest Policy on an annual basis.

Section 4.12. Action Without Meeting

No Policies Required. Refer to Code of By-laws.

ARTICLE 5: Officers

Section 5.01. Officers and Agents

No Policy Required. Refer to Code of By-laws.

Section 5.02. Election, Term of Office and Qualification

Policy 1 - Elections shall be conducted by the Membership and Communications Committee. Procedures for Elections shall be approved by the Executive Board.

Section 5.03. Vacancies

No Policy Required. Refer to Code of By-Laws

Section 5.04. President

Policy 1 - The President of IASP will serve as the major spokesperson for IASP positions or delegate this role to other IASP members or officials. Information concerning IASP positions or issues which IASP should address will be channeled through the President.

Procedure: The President will attend NASP Regional Leadership and Spring Conference, as budget allows, meetings at Association expense. If unable to attend, the President will designate a Board member or Committee chair to attend in his/her place for the Regional Leadership meeting only. The President may designate a committee chair to attend this meeting at Association expense. The chair most appropriate to attend will be determined by the proposed agenda for the meeting, when possible.

Policy 2 - The President will serve as chairperson of the Executive Board and the General Business Meeting of the Association and as chairperson of the Leadership & Management Committee. The President will be responsible for determining the date, location and time of the Executive Board meetings and for determining the agenda for the meetings.

Procedures: The President will be responsible for ensuring that the Management Consultant notifies Board members of meeting dates and tentative agendas.

The President will be responsible for ensuring that the Management Consultant compiles and prepares the committee reports and other documents needed for dissemination at the General Business Meeting.

Policy 3 - The President will appoint all IASP committee co-chairs, task forces, ad-hoc groups and liaisons. These appointments will be approved by the Executive Board.

Policy 4 - The President will serve as a voting member of the Fiscal Advisory Board.

Policy 5 - The President will exercise authority over all expenses under the budgetary designation "Executive Board".

Policy 6 - The President will vote in the case of a tie on matters before the Executive Board.

Policy 7 - The President will serve as an ex-officio member of all Association committees.

Policy 8 - The President will develop liaisons with other organizations and facilitate communication.

Procedures:

The President will notify the Membership chair of the names and addresses of "significant others" that should receive Association newsletters and flyers.

The President will send letters of appreciation for Board members' participation in IASP to superintendents and/or directors.

Policy 9 - The President will determine the appropriateness of requests for mailing labels and membership lists of the Association.

Policy 10 – The President will designate one or more committee members (as the budget allows), preferably from the Advocacy and Collaboration Committee, to attend the Public Policy Institute organized by the National Association of School Psychologists each year.

Policy 11 - The President will be responsible for developing and monitoring implementation of an Association strategic action plan.

Policy 12 – The President will be responsible for conducting an annual evaluation of Management Services and providing feedback to the Management Consultant.

Section 5.05 President-Elect

Policy 1 - The President-Elect shall serve as an officer and as a member of the Executive Board. The President-Elect will also serve as chairperson of the Professional Development & Advancement Committee. In the President's absence, the President-Elect serves as chairperson of the Executive Board and General Business Meeting of the Association.

Policy 2 - The President-Elect will attend the NASP Regional Leadership meeting & NASP Spring Conference at Association expense. In the event that the President is not able to attend, the President-Elect will act as spokesperson for the Association.

Policy 3 - The President-Elect will chair the Continuing Professional Development Committee in order to provide continuity and cohesion in the professional development activities sponsored by IASP.

Policy 4 - The President-Elect will serve on the Fall Conference Committee in order to provide focus for the conference in line with the goals and objectives of the Association.

Policy 5 - The President-Elect will serve as a voting member of the Fiscal Advisory Board.

Policy 6 - The President-Elect will assist the President, as assigned, in the supervision of selected committee activities. The President-Elect will work especially closely with committees and other activities which involve events to occur in the President-Elect's term as President.

Policy 7 - The President-Elect will consult regularly with the President regarding organizational activities to help insure the continuity and smooth transition between terms of office.

Section 5.06. Secretary

Policy 1 - The Secretary will serve as chairperson of the Membership & Communications Committee and is responsible for recording accurately the events and information at official IASP meetings, maintaining official records, and writing official correspondence.

Procedure: Minutes from Executive Board meetings will be mailed to Board members before the next meeting.

Written reports from Regional Representatives and Committee chairs, as well as the minutes from Executive Board meetings, will be included verbatim in the minutes for members and the Historian after an Executive Board meeting.

Minutes from the General Business Meeting will be presented to the membership in writing at the next General Business Meeting.

Policy 2 - The Secretary shall maintain current copies of the Articles of Incorporation and Code of By-laws, the Policies and Procedures Manual from the Policies and Procedures Chair, and Position Statements of the Association. The Secretary shall be responsible for disseminating these documents to the Executive Board members at the first meeting of each new Board.

Policy 3 - The Secretary shall be a voting member of the Fiscal Advisory Board.

Policy 4 - As an officer of the Executive Board, the Secretary shall be involved in all issues needing decision and direction.

Policy 5 - The Secretary shall be the Newsletter Editor.

Section 5.07. Treasurer

Policy 1 The Treasurer performs an advisory role to the President and to the Executive Board on fiscal matters and in development of the budget. Funds which are not spent during the fiscal year for which they were budgeted will be routinely carried over to the next fiscal year and treated as income to be budgeted in a new fiscal year. The Executive Board at their discretion may allow, if necessary, specific funds to carry over in a budget line item.

Policy 2 - The Treasurer shall serve as chairperson of the Fiscal Advisory Board.

Policy 3 - The Treasurer shall submit the recommended budget from the Fiscal Advisory Board to the Executive Board for discussion and approval. The budget for the next fiscal year shall be presented to the Executive Board at the last meeting of the year.

Policy 4 - The Treasurer shall review all expenditures according to fiscal procedures.

Policy 5 - The Treasurer or designee shall be responsible for assuring the bonding of the IASP President, Management Consultant, President-Elect, Treasurer, Membership chair, Fall Conference Registrar, Spring Conference Registrar and any other persons as the Executive Board shall direct. The amount of the bond shall be set by the Executive Board upon recommendation from the Fiscal Advisory Board.

Policy 6 - The Treasurer is responsible for maintenance of all fiscal policies and procedures and for proposing changes whenever necessary.

Policy 7 – The Management Consultant shall distribute and collect funds and keep correct and accurate records of accounts, showing at all times the financial condition of the Association with oversight by the Treasurer.

Procedures: The Management Consultant shall prepare a written report of the annual budget for the entire membership at the General Business Meeting.

The Management Consultant shall be responsible for all authorized claims including the annual fees for all organizations approved by the board, and shall present a written report of expenses and income at each meeting of the Executive Board. This report shall include comparison between budget projections and actual expenses and income. The preferable method for paying for products and services is for IASP to be billed directly. The billing statement should be sent to the IASP office for payment. When a vendor will not bill IASP and a member must be reimbursed for payment, the request for check form must be accompanied by receipts documenting the cost and purpose of the purchase. The form must be signed by the board member able to authorize disbursements from a line item. It is the responsibility of the board members overseeing the line items to assure that purchases are within budgeted funds and purposes. The Executive board should be notified of payments that would put line items over budget.

The Management Consultant will maintain a log of income, checks received and deposited. The log will indicate the check number, amount, person writing the check. This log will be used to verify bank statements.

The Management Consultant shall be responsible for having tax forms completed, signed and filed with the IRS.

The Management Consultant, with approval from the Executive Committee, will work with an accountant or professional in order to ensure that work or forms are completed properly.

Policy 8 - The Executive Board recommends using the same accountant or professional on a regular basis in order for that person to be able to establish familiarity with IASP operations.

Section 5.08. Past-President

Policy 1- The immediate Past-President shall serve as an officer of the Executive Board and chairperson of the Advocacy & Collaboration Committee. In the absence of the President and President-Elect, the immediate Past-President shall serve as chairperson of the Executive Board meetings and General Business Meeting.

Policy 2 - The Immediate Past-President shall assist the President, as assigned, in the supervision of selected committee activities. The Immediate Past-President shall work, as requested, especially closely with committees and other activities which involve continuation of goals or completion of projects from the previous year.

Policy 3 - The immediate Past-President shall consult as requested with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

Policy 4 - The immediate Past-President shall serve as a voting member of the Fiscal Advisory Board.

Policy 5 - The immediate Past-President shall chair a council of past-presidents. The purpose of this council will be to provide advice and counsel to the President and Executive Board and to promoting leadership development within the Association.

Section 5.09. Removal

No Policies Required. Refer to Code of By-Laws.

Section 5.10. Resignations

No Policies Required. Refer to Code of By-Laws.

ARTICLE 6: Standing Committees and Special Committees

Section 6.01. Organization and Duties

Policy 1 - Each standing committee should attempt to maintain representation from each of the regions of the state. Regional Representatives may assist the chair of the committee in identifying interested individuals.

Policy 2 - Committee meetings will be held as necessary as called by the chair or by request of committee members.

Policy 3 - Committee Chairs will prepare in advance and present reports and strategic plan updates at the Executive Board meetings.

Policy 4 - Committee Chairs will present an annual summary outlining committee activities for the year. This will be included in the minutes of the General Business Meeting of the Association at the Fall Conference.

Policy 5 - The Committee Chairs will participate in the Planning and Development Retreat to review past goals of the Association and to establish new long-term and short-term goals.

Policy 6 - Committee Chairs will submit yearly budget requests to the Fiscal Advisory Subcommittee for consideration and approval. Budget requests will reflect the goals and objectives of the Association as developed at the Planning and Development Retreat.

Section 6.02. Leadership and Management Committee

Policy 1 – The Leadership and Management Committee, chaired by the President, shall be responsible for management of fiscal operations (budgets, financial reports).

Procedures: The *Fiscal Advisory Subcommittee* shall include the Treasurer as Chair and the President, President-Elect, Immediate Past President, Secretary and Membership Chair. The Treasurer-elect shall be included as applicable. The IASP President is authorized to appoint additional members as needed.

The budget for each fiscal year will be developed by the Fiscal Advisory Subcommittee. The Treasurer or their designee shall present this proposed budget to the Executive Board at the last meeting of the fiscal year. The Executive Board will then discuss, amend as needed and approve the new budget for the next fiscal year.

The Fiscal Advisory Subcommittee shall meet at least once between April 1 and the last Executive Board meeting of the fiscal year to review the budget proposals from the various committees and regions and compile a proposed budget for IASP for the following fiscal year. This proposal will include recommendations for any needed change in the existing dues structure or other member charges required to raise the necessary funds to meet the budget expenditures.

In addition to the voting members of the Fiscal Advisory Subcommittee, additional persons may be requested to attend any meeting of the Fiscal Advisory Subcommittee to clarify matters that come before this Subcommittee. This may include the chair of a committee attending to explain the rationale for a request to increase the budget for a committee or region. These persons will not have a vote in the business before the Subcommittee.

Policy 2 - The Association will be designated as a tax exempt organization under the Internal Revenue Code Section 501C (6).

Procedure: Completion of the documents and tax forms required by the IRS will be the responsibility of the Treasurer or designee with assistance provided by the Fiscal Advisory Subcommittee.

Policy 3 - The Registered Agent shall be the Association Treasurer, and the address of the Registered Office of the Association (as required by Indiana tax law) will be the address of the Management Consultant, unless otherwise determined by the recommendation of the Fiscal Advisory Subcommittee and vote of the Executive Board. The Registered Agent will be a member of the Fiscal Advisory Subcommittee.

Policy 4 - The authority of chairpersons and officers to arrange financial commitment shall be restricted to the activity of their offices and to the approved budget of the committee or account. The reallocation of funds shall require the approval of the Fiscal Advisory Subcommittee. Any member of the Fiscal Advisory Subcommittee may call for a meeting.

Policy 5 - Monies will be allocated to regions on a yearly basis. Each region will receive a base allotment.

Policy 6 - When Regions or committees collect funds to offset expenses claimed on a Request for Reimbursement form, the deposit of such money into the same account is authorized. Net transactions will show on the IASP monthly statement. Regions may not have individual bank accounts.

Policy 7 - Money raised above expenses incurred by the committees may be added to their budgets to be spent in the current year by action of the Executive Board on a case by case basis. This would increase the budgeted income and expenses of the committee involved.

Policy 8 - Receipts and expenses incurred which will apply to a budget in the next fiscal year will be handled as unbudgeted income/expenses charged to the appropriate budget in the first statement issued during the new fiscal year. Such items will be included in accounting in the fiscal year where they are budgeted, not necessarily in the fiscal year when they were received or paid.

Policy 9 - Membership chairpersons and Fall Conference or Spring Conference registrars will deposit all collected funds with the Association Treasurer or designee for deposit into the IASP checking account. No Association Officer or Executive Board Member other than the Treasurer or Treasurer's designee is authorized to conduct banking business for the association.

Policy 10- Each committee chair should submit a written budgetary proposal for the next fiscal year to the Treasurer by April 1. Any major changes in budget from the previous year should also be accompanied by a rationale.

Procedures: Any organizational unit which exhausts its budget during the course of the year and wishes to have additional funds placed in its budget shall submit a written request for additional funds to the Fiscal Advisory Subcommittee. This request shall specify:

1. How the budget was exhausted
2. The reason more funds are needed
3. The amount of money being requested

The Fiscal Advisory Subcommittee shall review the request and formulate a recommendation. The Treasurer shall present that

recommendation to the Executive Board for its consideration. Upon notice, the person who initiated the request for funds shall be given the opportunity to present the rationale for the request to the Fiscal Advisory Subcommittee. If the Fiscal Advisory Subcommittee recommends that the funds be granted, other alterations as necessary will also be recommended to keep the budget in balance.

Policy 11- Non-expended funds from regional budgets. (See Section 5.07. Treasurer, Policy 3.)

Policy 12- The Association will maintain a reserve or emergency/contingency fund not to exceed 25% of the annual income of the Association.

Policy 13- The Fiscal Advisory Subcommittee will develop forms and procedures to be used by committee chairs for requesting reimbursement of expenses. The chair of the committee that incurred the expense must authorize all requests for reimbursement. The Fiscal Advisory Subcommittee will determine the person who is to authorize expenses from budgetary line items that are not assigned a committee.

Procedures: The completion of a "Request for Reimbursement" form will be required for payment of authorized bills or for reimbursement of bills already paid. "Request for Reimbursement" forms are available from the Management Consultant. This form will indicate the voucher number, check number and date processed by the Treasurer or designee.

Each "Request for Reimbursement" form should contain expenditures from one, and only one, budget category.

The "Request for Reimbursement" must be signed by the person authorized to draw funds from that (budgetary category) committee or by a second member who is an IASP Executive Officer. The Treasurer may routinely sign as the second person, except when the check is made to the Treasurer (e.g., committee chair, region representative or other authorized person). In no case will a bill be paid without the signature of the designating authorizing agent and submission of a "Request for Reimbursement" form. The signature of an authorizing agent on a receipt for merchandise or service is not sufficient to authorize payment of a bill.

All requests for reimbursement shall include receipts.

Unless other arrangements are made in advance, all "Requests for Reimbursement" will be submitted within 90 days of the expense. The Treasurer or designee will not be responsible for late payment of any item not submitted to the Treasurer or designee for payment in a timely fashion.

"Requests for Reimbursement" for items may include state and federal taxes paid on those items.

By prior arrangement only, bills may be submitted directly to the Treasurer or designee for payment with the authorizing "Request for Reimbursement" signed by the appropriate person and sent to the Treasurer or designee separately. No payment will be made without a timely and appropriate bill sent by the member requesting the payment.

"Requests for Reimbursement" for speaker's travel and/or honorarium, large expenses or other special events (schedule in advance,) may be requested in advance of the date of the due date so that the check is ready to be presented at the time of the event. The "Request for Reimbursement" in such cases should be sent to the Treasurer or designee in advance. Four weeks' notice is suggested to ensure that the check will be ready in time.

Completed forms must be sent to the Association Manager. The Treasurer or designee will review the request, clarify any discrepancies, and issue the payment as authorized. A check (or other payment record) will be issued for each approved "Request for Reimbursement" form received. The authorizing person will also receive verification of the payment on a form that indicates the voucher number, check number and date processed.

Policy 14- Executive Board members and committee chairs and invited guests may request reimbursement for travel and parking fees to Executive Board Meetings according to the following schedule:

Round Trip Distances
1 to 100 miles \$10.00
101 to 150 miles \$20.00
151 to 200 miles \$30.00
201 to 250 miles \$40.00
251 to 300 miles \$45.00
Parking Fees per receipted amount

Procedures: All requests for mileage reimbursement are to be submitted to the Treasurer or designee on the "Request for Reimbursement" form. Mileage to attend Executive Board Meetings is charged to the "Executive Board" budgetary line, not the budget of the specific committee/office that the individual holds.

Policy 15 - Expenses will be paid for the President-elect to attend the NASP Regional Leadership Meeting.

Procedures: In the event that the President-elect is unable to attend the Regional Leadership Meeting, the President will

designate another Executive Board Member or Committee Chair to attend in the place of the President-elect.

Regional Leadership Meeting expenses: travel (air or car depending upon least expensive method, unless held in conjunction with NASP Conference), lodging (one half the cost of a room) and meals (Per Diem for food expenses not to exceed \$50.00) for the President-elect shall be an Executive Board expense.

Policy 16- As designated by the budget, travel (air or car depending upon least expensive method), registration expenses, and one half the cost of the lodging for each person will be reimbursed for the President and President-Elect or their designee to attend the annual NASP conference to represent IASP at the Leadership meeting. Per Diem for food expenses is not to exceed \$50.00, per person.

Policy 16a – Public Policy Institute expenses: travel (air or car, depending upon the least expensive method), lodging (one-half the cost of a room), and meals (Per Diem for food expenses not to exceed \$50.00) for the designated attendee(s) shall be an Executive Board expense.

Policy17 - Requests for the refund of Conference registration fees will be handled by the Management Consultant. Requests for refunds due to illness or bereavement will be honored. Written requests for early refund of total registration fees will be 80% if received no later than the early registration deadline. No refunds will be given after the early registration deadline with the exception of bereavement or illness.

Procedures: The individual requesting a refund will send the request in writing to the Management Consultant.

The Management Consultant will present the request to the Executive Board for approval. Upon approval of the request, the Management Consultant will mail the refund.

Policy 18 - The Leadership and Management Committee shall be responsible for developing goals, coordinating the board retreat, activities, and accountability.

Procedures: An annual Planning and Development Retreat will be convened to review the goals and determine objectives for the upcoming year. The goals of the association will be considered and a strategic action plan reflecting the priorities and needs of the Association will be developed. The goals will be reviewed annually to assess their relevance in light of current needs of the profession and association and perceived needs for the future. Annual objectives will be established to implement the goals of the association.

The strategic plan developed at the Retreat will be disseminated to Executive Board and committee chairs and members following the end of the retreat. The implementation of the strategic plan will be monitored and reviewed on an ongoing basis during the year.

In order to demonstrate the importance of strategic planning process, the Association will cover meals, refreshments, and shared lodging for those attending the Planning and Development Retreat at board discretion.

Policy 19- Requests for release of membership email addresses must be approved by the President.

Procedures: Requests for email address will be forwarded to the President by the Management Consultant.

The President will approve the request or consult the Executive Board.

Policy 20 – The Indiana Association of School Psychologists will support the collection of research data in school psychology for the improvement of services to schools, children, and families. The Leadership and Management Committee shall approve all requests for collection of research data through the IASP membership.

Requirements: All requests to IASP to conduct research using IASP resources and membership must meet the following requirements.

1. The researcher who is making the request must be a IASP or NASP member or enrolled in an Indiana school psychology program.
2. The research must provide evidence of approval for the project by their Institutional Review Board (IRB).
3. The research must be deemed likely to make a contribution to IASP and/or the field of school psychology.
4. The research must be conducted in accordance with well-established research methods.
5. The number, timing, method, and content of the research must not conflict with any IASP-sponsored research or initiatives or negatively impact participants.

Procedures: Research Requests - In order to gain access to IASP members for survey/questionnaire research, IASP will need the following:

- Brief summary of project including the following:
 - Title of project

- Principal Investigator(s) including name, affiliation, and complete contact information.
- Brief description of the purpose of the research including research questions, sample, and data collection methods. Be sure to address whether the collected data will be anonymous or confidential and plans to maintain the privacy of participants.
- Questionnaires, surveys, or other data collection measures.
- Description of the benefits of the research to IASP or the profession of school psychology
- Documentation of approval by the Institutional Review Board approval from originating institution.
- Signed Faculty's Advisor's Approval Form. This form must be signed by the student's faculty advisor to certify that he or she has read and approved the documents submitted by the student.
- All documents shall be submitted to the Leadership & Management Committee
- No more than one survey will be sent to the membership in any one month period

All requests should be submitted to the association president or designee. Requests will be reviewed and evaluated by a workgroup consisting of two regional representatives, one university faculty representative, and the President-Elect. The workgroup will make a recommendation regarding approval to the President. The President will review the recommendation and, if needed, complete an evaluation of the research request. When consensus about approval, denial, or need for additional materials is reached, the President will notify the researcher and the executive board. The review and decision process will generally be completed within 60 days of submission of accurately completed documentation. IASP reserves the right to protect all IASP resources as well as its members. Therefore, research requests will be limited to a maximum of 6 per year. Requests beyond that maximum will be notified of the timeline for their request.

- Upon approval – the researcher(s) will be contacted by IASP with information regarding how to proceed. If the project involves the electronic dissemination of surveys/questionnaires, the IASP Management Consultant will be responsible for sending the email and posting the information on the website. IASP does not provide members' email or mailing addresses to researchers. Published research based on use of IASP resources should include an acknowledgement of the role of IASP in making the research possible. Limitations of research conducted through IASP - Researchers are cautioned the IASP membership is not

inclusive of all school psychology practitioners in the state and may include graduate students, graduate educators, and additional professionals thus any resulting sample would not necessarily be representative.

Policy 21- The sale of *IASP in Action* ads or sponsorships will be approved by the Treasurer. The sale of other services, such as display booths at conferences, will be approved by the President or designee.

Procedure: The handling of proceeds from *IASP in Action* ads, sponsorships, and other such sales: The authorizing person will notify the Treasurer or designee of the request. The Management Consultant will bill the requesting agency or individual. Upon receipt of payment, the Management Consultant will notify the authorizing person to proceed with the placement of the ad or other service.

Policy 22- The processing of Association income will be prompt and reflect fiscal responsibility.

Procedure: Checks will be designated "For Deposit Only" immediately upon receipt by the Management Consultant. The Management Consultant is responsible for the purchase of such a stamp. Issuing such a stamp to the registrars of conferences is also recommended.

Checks will be deposited as soon as possible after their receipt. Conference registrars should send checks for deposit to the Management Consultant on a weekly basis, if not more frequently. Attempts should be made to deposit checks within one week after receipt by the Management Consultant.

Policy 23- Procedures for handling circumstances such as collecting monies from members or others whose checks have been returned for insufficient funds will be determined by the Fiscal Advisory Subcommittee.

Procedures: When a check has been returned indicating insufficient funds, the Management Consultant will write the person who issued the check informing them of the problem. The individual will be asked to send another check, money order or cash within two weeks to cover the obligation. No charge will be assessed.

If there is no response within three weeks, the Management Consultant will write a second request for a money order or cash to cover the obligation. The individual will also be informed that, should the obligation not be met, membership in the organization will be forfeited.

If there is no response, the President will write the individual indicating that membership in the organization has been terminated. The membership chair will be notified. In order to reinstate membership, cash payment of dues will be required.

In the event that the money not collected was for conference registration, then cash payment of the amount owed will be required prior to membership renewal or future conference registrations.

A list of individuals with such obligations will be maintained by the Management Consultant and disseminated to the Communications and Membership Chair and Conference Registrars as needed.

Policy 24 – Procedures for handling non-payment for conferences: Registration for a conference will not be accepted until registration fees for all previous conferences have been fully satisfied.

Policy 25 - The Leadership and Management Committee shall be responsible for the planning, conduct, and follow up for Executive board meetings.

Procedures: See Section 5.04, President

Policy 26 - The Leadership and Management Committee shall be responsible for use of technology to support overall management and operations.

Policy 27 – The Leadership and Management Committee shall designate a committee person to be responsible for the maintenance of the Association’s Bylaws and supporting Policies & Procedures.

Procedures: Any proposed changes to Bylaws or Policies & Procedures must be provided to the Executive Board members in writing before the board meeting at which action is contemplated. The proposed changes should be sent out two weeks before the next scheduled board meeting.

Corrected By laws and Policies & Procedures will be posted on the Association website and distributed to all Executive Board members no later than four weeks following adoption.

Changes in Bylaws will be discussed with membership at the Annual meeting. Reference will be made to their posting on the Association website.

Section 6.03 Communications and Membership Committee

Policy 1 – The Communications and Membership Committee, chaired by the Secretary, will promote improved communication with members, graduate students and faculty.

Procedure: An annual survey of the membership may be completed in order to provide information requested by NASP, special education directors and others in education positions. The focus of the survey will be commonalties and variables in the practice of school psychology within the state. Data collected may include, but will not be limited to, salary, benefits, working conditions and supervision. The survey may be sent out with the initial membership renewal notice.

Policy 2 – The Communications and Membership Committee shall oversee publicity for the Association.

Procedures: Activities to promote the Association may include but will not be limited to the following:

Development and dissemination of a brochure describing school psychologists and their roles.

Send out news releases announcing School Psychology Week in Indiana.

Encourage attendance at high school career fairs or college nights.

Develop plans for issuing scholarships, certificates of recognition, etc.

Coordination of efforts to speak at school psychology seminars at universities.

Policy 3 - The Communications and Membership Committee will be responsible for oversight of the *IASP in Action*. It will be distributed to members and key liaisons identified by the President and the Communications and Membership Committee.

Procedures: The *IASP in Action* will be published at least six times per year.

The *IASP in Action* publication dates will be established each year at the Planning and Development Retreat.

The co-chair of the Communications and Membership Committee will be responsible for obtaining material.

The co-chair of the Communications and Membership Committee will send all articles to the Management Consultant one week after the deadline for receipt of articles.

Articles that appear in each issue may include NASP Delegate Report, Region Reports, Announcements, Message from the President, and Summary of IASP Executive Board Minutes.

IASP in Action will include announcements regarding Position Papers that have been adopted by the Executive Board. Position Papers will be posted on the IASP website after adoption.

The Management Consultant will be responsible for formatting and publishing *IASP in Action*.

The distribution list includes the membership-and others as deemed appropriate.

The Management Consultant will be responsible for final proofing and dissemination of the *IASP in Action*.

The Association will accept advertisements for publication in the *IASP in Action*.

All advertisements will be subject to a review by the Communications and Membership Committee.

The *IASP in Action* will publish notices and advertisements that provide educational opportunities and service to members free of charge on a "space available" basis.

Fees will be charged for advertisements and notices that involve profit-making endeavors or are placed by for-profit organizations and companies.

The following fee structure will be implemented to cover publication costs for paid advertisements:

As of 08/16

Title Sponsor

12-month commitment – \$3000 (only one sponsorship available)

Middle of The road

\$200 per email blast or 6 for \$1000 (only two per email)

Close Out IASP In Action

\$150 per email blast or 6 for \$750 (only one per email)

The Management Consultant will handle billing for advertisements. The co-chair of the Membership and Communications committee will notify the Management Consultant of the agreement to publish and forward the name and

address of the advertiser, the size of the ad, and charge to the Association. The Management Consultant will bill the advertiser and notify the Treasurer of payment of the bill prior to printing of the ad.

Policy 4 – As a continuing method to promote awareness of the Association, the Communications and Membership Co-Chairs or designee will be responsible for determination of and purchasing of promotional items to be sold at the Fall and Spring Conferences.

Procedure: The Communications and Membership Co-Chairs may purchase promotional items only if sufficient funds are provided in the current budget.

Policy 5 – Maintenance of current members and recruitment of new members shall be the responsibility of the Communications and Membership Committee.

Procedures: The Communications and Membership Committee will supervise annual membership renewal notices. Renewal notices will be sent by the Management Consultant.

Important Dates:

July- to June 30 Membership period (same as fiscal year)

May 15 Renewal notice e-mailed to all current members

July 15 Second and final notice of non-payment of dues e-mailed to non-renewed members, specifying that dues (including late fee of 10.00) must be postmarked by fall Conference early registration date in order to be eligible to register at member rates for the fall conference.

Solicitation of affiliate members from organizations of similar interests (COVOH, ICASE, CEC, ACLD, HSPPs, and counselors).

Recruitment of student members through university training programs.

Recruitment of Indiana NASP members through sending them letters of invitation.

Policy 6 – The Communications and Membership Committee shall be responsible for voicing current issues and calling the membership to actions when needed.

Procedures: The Communications and Membership Committee will review NASP Position Papers for possible submission to the

Executive Board for adoption. The Committee will also present its own position papers to the Executive Board as deemed appropriate by the Committee Chairs.

Copies of the Position Papers to be considered for adoption will be selected and made available to members of the Executive Board two weeks before the date of the meeting at which they are to be considered for adoption by the Communications and Membership Chairs or designee. The Communications and Membership Committee is responsible for requesting that the adoption proposal is placed on the agenda as a discussion item. Adoption of Position Papers will require a majority vote of the members present at an Executive Board Meeting.

An announcement will be placed in the Association's Newsletter and on the IASP Website indicating when Position Papers have been developed. Members will be informed that they may receive copies of the Position Papers through the Website. Copies of Position Papers may also be made available at Fall and Spring Conferences if deemed appropriate by the Committee Chair.

Policy 7 – The Communications and Membership Committee will promote the use of technology for communication (e.g. online/networking listserv).

Procedure: Supervision of the website will be a part of the management company responsibility.

Policy 8 – The Communications & Membership Committee shall be responsible for the oversight of the nomination & election process for the Board of Directors. Nominations are made for the positions of Secretary, Treasurer, President-Elect, and Region Representatives. Terms for each position are in Article 5 of the Code of By-laws. Nominations shall be conducted by written or electronic submission. Nominees must hold Full Membership. Elected Directors shall be elected by (written or electronic) ballot by the Members at large by a plurality of the votes cast.

Procedures: Timeline:

Nominations for Elected Directors shall be opened to the membership on the first day of fall conference and closed on December 1st. Nominations will be made to/received by the Communications and Membership Committee.

Voting shall be opened on January 1st and closed on January 31st.

For each office, the nominee with the highest number of votes will be candidate for that office.

Election results shall be announced via email to the membership. Newly elected directors shall assume the office on July 1st.

The Communications and Membership Chairs or designee will send news releases accompanied by pictures to local newspapers upon election of new board members. The names and addresses of newspapers as well as pictures will be supplied by those elected.

Policy 9 - Executive Board members will actively recruit members for office and increased involvement in the Executive Board.

Procedures: Board members will be encouraged to bring other members to the Board meetings to educate them as to the "system."

The dates of the Executive Board meetings will be published in the Association's newsletter to encourage wider participation.

Section 6.04. Advocacy and Collaborations Committee

Policy 1 – The Advocacy and Collaborations Committee, chaired by the Past-President, shall ensure an active presence at the State House on behalf of the Association.

Procedure: Funds generated to promote political activities will be kept separate from general funds of the association.

Donations received for legislative expenses and monies generated from workshops to cover legislative expenses will be deposited as a separate line item on the IASP financial reports.

Legislative goals for the year will be established by the Advocacy and Collaboration Committee. These proposed legislative goals will be presented to the Executive Board for their approval by the Executive Board at the IASP Fall Conference board meeting.

Policy 2 – The Executive Board will review recommendations from the Advocacy and Collaboration Chairs regarding the need for legislative representation, interview prospective lobbyists, and approve a contract for services prior to July 1 for the following legislative year.

Procedure: The Advocacy and Collaboration Chairs will present criteria for the need of a legislative representative with a recommended job description and contractual language for approval by the IASP Executive Board. The expected cost of the recommended individual and/or firm will be included in the recommendation.

The Advocacy and Collaboration Chairs or designee will register the selected legislative representative with state agencies by January 15. Lobbying Registration requires a filing fee.

The Advocacy and Collaboration Chairs or designee will submit financial reports regarding legislative representative expenses to state agencies by January 31 and July 31.

Policy 3 – The Advocacy and Collaboration Committee will promote advocacy at the regional level in addition to the state level.

Policy 4 – Collaboration with other organizations such as COVOH, ICASE, ISTA, Mental Health and other professional organizations will be promoted by the Advocacy and Collaboration Committee.

Policy 5 – Association representation at State Committee meetings will be determined by the President, President-Elect, and Advocacy and Collaboration Chair.

Procedure: Association representatives to attend professional meetings will be chosen for each meeting/committee. Expenses to be paid to these representatives will be determined by the Board and will be paid through the Advocacy and Collaboration operating budget.

Policy 6 – An e-mail list-serve will be utilized to request a large number of IASP members to contact their state representatives and/or senators as needed to support legislative goals.

Procedure: An e-mail list-serve consisting of the President, President Elect, the Advocacy and Collaboration Chair, Regional Representatives, and Communications and Membership Chair will be initiated to notify members of pending legislation.

Policy 7 – When IASP is writing legislation for presentation to state legislators, email blasts will be sent to the entire membership to inform them about the legislation and what members need to do to help.

Procedure: The Advocacy and Collaboration Chair or designee will draft and email the required information. Following the email blast the information will be posted to the IASP website.

Policy 8 – The Advocacy and Collaboration Committee will collaborate actively with the Indiana Department of Education to serve in an advisory and educative capacity on issues dealing with professional standards and practice.

The Advocacy and Collaboration Committee Chair and/or designee will serve as liaison for the Association by serving on committees established at the state level including the Professional Standards Board or through the Department of Education that involve issues related to best practice and service delivery.

When the Association President or the Chair of the Advocacy and Collaboration Committee is notified of the formation of an ad hoc committee at the state level, the Chair will select members of the Advocacy and Collaboration Committee or Executive Board to participate in that committee.

Procedures for Handling Complaints of Professional Misconduct:

Only signed written statements by an IASP member expressing the details of alleged professional misconduct will be accepted for action. The National Association of School Psychologists Professional Conduct Manual, adopted by the Association, will be the guide to determine if a violation has occurred. If a violation appears to have occurred refer to NASP.

Policy 9 – The Advocacy and Collaboration Committee shall partner with school psychology training programs.

Procedure: The Advocacy and Collaboration Committee will invite both teacher and student representatives from all schools within the state that have active training programs to functions involving advocacy.

Section 6.05. Professional Development and Advancement Committee

Policy 1- The Professional Development and Advancement Committee shall function as an oversight committee chaired by the President-Elect. This committee shall be responsible for determining and coordinating professional development opportunities offered by the Association, which will include state, regional, and on-line training opportunities. These activities shall include annual Fall and Spring Conferences. These activities may also include workshops conducted in areas of specific interest to the membership. In addition to this, the committee will be responsible for awards and scholarships, promoting involvement of graduate students and early career school psychologists, acting as a resource for licensing on both a state and national level, and coordinating the NASP Continuing Professional Development accreditation process.

Procedures: The Professional Development and Advancement Committee will be responsible for conducting surveys of the membership, as needed, to determine areas of specific interest or need. These surveys may be conducted in conjunction with the conferences.

The Professional Development and Advancement Committee will provide support for regional professional development opportunities, including coordination of regional activities in order to better utilize limited time and resources.

Policy 2- The Professional Development and Advancement Committee shall act as a resource on state and national licensing issues.

Procedures The Professional Development and Advancement Committee shall be responsible for overseeing the process of providing the NASP CPD's to conference attendees and for filing the biannual NASP CPD report.

NASP/IASP CPD certificates will be issued for IASP-sponsored programs and conferences. NASP/IASP CPD certificates will not be issued for programs or conferences that IASP does not sponsor or co-sponsor. NASP/IASP CPD certificates will be issued at each program or conference that meets NASP standards for continuing professional development units. Typically these will only be at Fall or Spring conferences.

Management Consultant will serve as registrant of session(s), processing fees and development/maintenance of database for each session offering NASP/IASP CPDs. Management Consultant will also be responsible for merging information onto NASP/IASP CPD certificates to be awarded at the conclusion of qualifying sessions.

NASP/IASP CPD certificates will provide a line for the participant's name, hours, title of the presentation/workshop, program ID#, date(s) of the program, list IASP as the sponsor, a line for participant's signature and date, a line for authorized representative signature and date and be awarded to each participant at the conclusion of qualifying sessions.

IASP President, identified as the authorized representative of the Association, will sign the certificate. Signature stamps for use on the certificates can be provided.

Policy 3 - Continuing Education Unit certificates of attendance will be issued for IASP-sponsored programs and conferences. IASP CEU certificates will not be issued for programs or conferences that IASP does not sponsor or co-sponsor. IASP CEU certificates of attendance will be issued at each program or conference to all participants.

Procedure: The IASP committee or their representative sponsoring a session offering CEUs will be responsible for developing and issuing a certificate of attendance to participants. This certificate should include line for participant name, title of the session sponsored by IASP; date, location, and clock hours of the session and signature of IASP committee sponsors (see attached sample of information in appendix of IASP Leadership Training manual).

Policy 4 – Fall Conference. The Association will conduct an annual Fall Conference. A subcommittee of the Professional Development and Advancement committee will be established to oversee the planning and running of the Fall Conference.

Procedures: The Fall Conference Subcommittee will need to start planning one year before the conference.

The Fall Conference subcommittee Chair will keep a notebook of suggested timelines and general yearly activities which will be passed on to the next chair.

Registration fees for the President and Fall Conference subcommittee Chair will be waived. Lodging and reimbursement for travel and parking fees in accordance with the Executive Board meeting reimbursement schedule will be paid by the Association.

Conference committee members will be able to register at the reduced (presenter) rate.

Volunteers from the Executive Board may be used as room monitors and hosts as well as to distribute NASP/IASP CPD certificates.

In order to expedite the General Business Meeting, Committee Reports will be in writing and disseminated with the Conference Program. The President or designee is responsible for obtaining and duplicating these reports and the agenda for the General Business Meeting.

Policy 5 - Spring Conference. A one-day Spring Conference will be held annually, usually in March. A subcommittee of the Professional Development and Advancement committee will be established to oversee the planning and running of the Spring Conference.

Procedures: Preliminary information about the Spring Conference will be presented at the Fall Conference.

The Spring Conference subcommittee Chair will keep a notebook of suggested timelines and general yearly activities which will be passed on to the next chair.

Registration for President will be covered by the Association.

Registration, reimbursement for travel and parking fees in accordance with the Executive Board meeting reimbursement schedule and lodging for Spring Conference Chair will be covered by the Association.

Policy 6- The Professional Development and Advancement committee, with the approval of the Executive Board, shall be responsible for determining criteria and procedures for granting awards.

Procedures: - The Past-President's award will be presented by the current president to the outgoing president.

Any awards other than "The School Psychologist of the Year" and the Past-President's Award will need to be approved by the Executive Board. Other types of awards may include, but not be limited to the following:

Friend of School Psychology (such as a legislator or education administrator).

Liam Grimley Award given to someone who has been very active in the state organization, school psychology with name recognition, or dedicated to the growth and maintenance of our organization.

In order to promote involvement in the association, an award to an outstanding school psychology graduate student or early career person who has been active in the state organization and or involved in innovative activities promoting the practice of school psychology may also be considered.

Special awards may be awarded in a particular area. Certificates may be presented to Regional Representatives, Association Officers and Committee Chairs.

Award Presentation: Other awards will be presented by the Executive Board Member who has knowledge about the recipient and the reason for the award. (i.e., the Advocacy and Collaborations Chair or a member of the committee would present an award to a Legislator).

Anyone wishing to nominate someone for a special award should contact the committee chair or designee. The chair will present a written statement of the reason for the award and contributions of the nominee to the Executive Board.

A "School Psychologist of the Year" award will be presented annually at the Fall Conference. This award will be presented to a school psychologist who exemplifies good practice. Multiple awards will be made at the discretion of the committee.

Purpose: to identify and recognize an outstanding school psychologist and to increase public awareness of the profession.

Nominations: Anyone may place a name in nomination by contacting the Chair of the Professional Development and Advancement committee or designee and requesting a nomination packet. The Spring newsletter of the Association will be used to notify members of their opportunity to nominate a school psychologist for this award. Regional Representatives will be encouraged to solicit nominees from each region.

Eligibility: Practicing school psychologists in the state of Indiana who spend the majority of their time providing direct service to students, teachers, and parents in school settings.

Rules: The procedures and guidelines for the IASP School Psychologist of the Year Award are aligned with the current guidelines for the national award presented by NASP.

Award Presentation:

1. The award ceremony will take place at a luncheon or dinner during the Fall Conference. Prior to the actual presentation, a member of the Professional Development and Advancement Committee or other member of the Executive Board will provide an introduction to the award presentation, explaining the nature of the award, requirements for receiving the award, and considerations given for choosing the recipient. Then the person nominating the candidate ~~will~~ may make the presentation.
2. Conference fees and lodging will be provided by Association for the recipient.
3. Media coverage will be encouraged.
4. The Chair of the Professional Development and Advancement Committee will write an article about the IASP School Psychologist of the Year for the Association newsletter.
5. The Professional Development and Advancement Chair and NASP Delegate will collaborate on submitting a nomination to NASP for the National School Psychologist of the Year Award.

The IASP/STANA MICHAEL'S scholarship is to be awarded at Fall Conference by the Professional Development and Advancement Chair or designee and a member of Stana Michael's family. The IASP/Stana Michael Scholarship is to be funded by

contributions to a Stana Michael Fund. The principal amount from contributions is to be kept in an interest producing account. The interest accumulated will be used for the scholarship. All Scholarship donations will be given to the Management Consultant who will place them in an interest bearing, restricted account. The Management Consultant will notify the Scholarship Subcommittee Chair who will convey the Executive Boards thanks to the donor and confirm the amount of the donation.

The IASP/Stana Michael's Scholarship recipient recommendation will be made by members of the family and submitted to the full Professional Development and Advancement Committee for approval. Completed applications will be sent directly to the representative of the Michael family. If an application is received at the Association office, it is to be forwarded immediately to the nominated family member.

Applications will be provided to colleges and universities which have accredited school psychology programs.

The Professional Development and Advancement Chair or designee will receive all applications for the High School Scholarship and with the committee will screen the applications and present the finalists to the executive board with recommendations for board approval. High School Scholarship recipients will be announced annually at the Spring Conference. Funding for the High School Scholarship is a line item in the Association budget.

Applications will be provided to the general membership for dissemination to the high school guidance departments in districts served by the IASP members.

Applications for both scholarships will be maintained on the IASP website in a format which can be downloaded and printed.

Section 6.06. Special Committees

No Policy required. Refer to Code of Bylaws.

ARTICLE 7: Independent Practice Endorsement (IPE) Board

Section 7.01 Composition of IPE Board

Policy 1 – The IPE Board will consist of members appointed by IASP President.

Procedures: IASP President will serve as non-voting ex-officio member, unless also a member of the Board.

Members must have Independent Practice Endorsement (IPE).

All members must meet continuing education requirements consistent with those of the National School Psychology Certification System (NCSP).

Board members must be full members of IASP.

Board members will elect a chairperson each year in a manner they deem appropriate. Any person on the Board may serve as chairperson. Members may elect to have a co-chair or assign specific responsibilities to members.

Section 7.02 Duties of IPE Board

Policy 1 – The IPE board shall recommend to the Office of Educator Licensing and Development the addition of independent practice endorsements to the licenses of existing and qualified school psychologists.

Procedures: Establish and maintain contact with governmental licensing agencies and university training programs for the purpose of providing information and application forms for obtaining an endorsement for independent practice in school psychology. Disseminate information regarding the IPE to newly-licensed school psychologists in Indiana.

Assign and monitor duties of the IPE Board to the IASP Management Consultant.

Develop renewal procedures for the IPE that are expedient and coordinate easily with the State procedures for licensure renewal, in accordance with 515 IC 2-1-1.

Implement the process for issuing IPE certificates in coordination with licensure procedures.

Maintain a record-keeping system for endorsement recommendations/actions, including development of retention standards for application materials for the endorsement. Maintain data-base of current IPE school psychologists.

Make recommendations to the OELD and IASP regarding the licensure, IPE, and ethical standards of school psychologists both in the private and public practice of school psychology in Indiana.

Policy 2- The Board shall meet at least one time a year.

Procedure: The IPE Board president, or designee, shall provide a written and oral report on its activities at the IASP Executive board meeting immediately following each IPE Board meeting.

ARTICLE 8: Loans to Officers and Directors

No Policy Required. Refer to Code of Bylaws.

ARTICLE 9: Corporate Books

Policy 1 - The books and records of the Association shall be maintained by the Management Consultant. Upon completion of the term of office, the books and records of the Secretary will be made available to the incoming Secretary. After seven years, the books and records of the Treasurer will be forwarded to the Historian for placement in the Archives on a yearly basis.

Policy 2 - The Registered Agent and the address of the Registered Office of the Association (as required by Indiana tax law) will be determined on an annual basis by the recommendation of the Fiscal Advisory Board and vote of the Executive Board.

ARTICLE 10: Financial Affairs

No Policy Required. Refer to Code of Bylaws.

ARTICLE 11: Indemnification

No Policy Required. Refer to Code of Bylaws.

ARTICLE 12: Miscellaneous

No Policy Required. Refer to Code of Bylaws.

ARTICLE 13: Amendments

No Policy Required. Refer to Code of Bylaws.

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