Article I Name and Location

Section 1 - The name of this Association shall be the National Association of School Psychologists, Inc., a nonprofit organization incorporated in the State of Ohio.

Section 2 - Offices shall be located in the State of Ohio and/or in such other localities that may be determined by the Board of Directors of the National Association of School Psychologists (NASP).

Article II Purpose

Section 1 - The purpose shall be, through practice, education, and research to:

- serve the mental health and educational needs of all children and youth,
- encourage and provide opportunities for the professional growth of individual members,
- inform the public about the services and practice of school psychology,
- advance the ethics and standards of the profession of school psychology.

Section 2 - The purpose shall be carried out in a non-partisan, non-sectarian manner with equal opportunity being given to all, regardless of race, religion, gender, disability, age, veteran status, sexual orientation, or national origin.

Article III Membership

Section 1 - The Association shall have categories of individual and group memberships. The following membership categories are recognized:

A. A **regular member** is someone who is trained in school psychology or certified by the National School Psychology Certification System (NSPCS) or credentialed by a state as a school psychologist or holds official assignment of 50% or more on a school psychology program faculty.

B. An **honorary member** is someone who, in the opinion of the majority of the Leadership Assembly, has made significant contributions to the field of school psychology.

C. A **graduate student member** is someone actively enrolled in a school psychology graduate education program (or equivalent program, if international) at least one-half time or a minimum of six semester hours or its equivalent per semester. Graduate student membership is not available to those employed full time in the profession.

D. An **early career** member is someone who graduated from a school psychology graduate education program (or equivalent program, if international) and is in the first three years of practice.

E. A **retired member** is someone holding regular membership for at least five consecutive years who retires from full time remunerative professional activity but may be consulting or involved in other paid professional activity less than 15 hours a week.

F. An **international member** is someone living and working outside the USA who meets regular membership requirements or is currently functioning as a school psychologist or equivalent.
G. School Psychologists employed in the Department of Defense (DoDDS) or other US governmental schools outside the USA are eligible for regular membership with representation through the delegate of their home state, and delegate representative of their home region. If non-APO mailing address is chosen, the individual will be considered an international member.

H. A common address member is a school psychologist who resides with a regular member paying full dues. All mailings are only sent to the regular member. This membership category is not available to those employed at the same address.

I. An allied professional member is someone who does not meet the eligibility requirements of the other membership categories and may include psychologists from other specialty areas, consultants, or supervisors of psychological services; those employed as graduate educators of school psychologists at a college or university; or those in allied professions, with a strong affiliation to school psychology, who support the work of the profession and wish to convey their affiliation and commitment through membership in the Association.

J. A student associate member is someone who is actively enrolled in an undergraduate or graduate education program outside of school psychology but with a strong affiliation to school psychology at least one-half time or a minimum of six semester hours or its equivalent per semester. A high school student with an interest in pursuing undergraduate and graduate training to become a school psychologist also is eligible for this category.

K. A leave of absence member is a person who has been an Association member for at least one year and is on a leave of absence from an employer, is laid off, or may be consulting or involved in other paid professional activity less than 15 hours a week, or is receiving no compensation from any employment source. Request for a leave of absence membership must be made in writing to the Director of Membership.

L. State associations may apply for affiliate status by submitting a letter of application to the Executive Director and following application procedures. Affiliate association refers to any U.S. state, commonwealth, territory, or District of Columbia school psychology association that has been granted affiliate status.

Section 2 - The Leadership Assembly shall establish, define, and eliminate categories of membership.

Section 3 - Dues shall be established for each membership category by the Board of Directors. The Treasurer presents matters related to dues to the Leadership Assembly for their information following budget adoption and at the next meeting of the Leadership Assembly.

Section 4 - Each member of the Board of Directors and Delegates must be a member of the Association in good standing and is eligible for Association membership as a regular member.

Section 5 - State, district, commonwealth or territory affiliation for purposes of Association membership records, nomination and election privileges, and eligibility to serve as Delegate shall be based on a member’s NASP mailing address, either work or home.

Section 6 - All individual members, with the exception of international, allied professional, and student associate members, have the right to vote consistent with their state, district, commonwealth or territory affiliation. International members are eligible to vote only in elections for national officers. Allied professional and student associate membership does not include voting privileges in the Association.
Section 7 - Termination of Membership

A. Membership may be terminated for nonpayment of dues.

B. A member may be expelled for violation of the Association's written code of ethics in accordance with the established procedures for the adjudication of ethical complaints. Members shall be protected by the right of appeal in accordance with the Association's adjudicatory procedures.

Article IV Meeting

Section 1 - There shall be an annual meeting of the membership at a time and place determined by the Board of Directors.

Article V Officers

Section 1 - The Officers shall be President, President-Elect, Secretary, Treasurer, and Immediate Past President. All persons elected as officers shall automatically be part of the Board of Directors for a term concurrent with their respective terms of office.

A. The President exercises, but is not limited to, the following powers. The President serves as the major spokesperson for the Association and represents its positions. The President serves as chairperson of the Board of Directors and Leadership Assembly. The President oversees the activities of boards and committees in all program areas. The President supervises the Association's Executive Director.

B. In the President's absence, the President-Elect serves as chairperson of the Board of Directors and Leadership Assembly. The President-Elect works closely with Strategic Liaisons, boards and committees, and other activities which involve events that will occur during the President-Elect's term of office.

C. The Secretary is responsible for ensuring the accurate recording of the proceedings of all official records and for ensuring that policies and procedures are kept implemented. The Secretary reviews initiatives from meeting to meeting to determine if charges and activities were completed.

D. The Treasurer performs an advisory role to the President and the Board of Directors on fiscal matters and in the development of the budget. The Treasurer is responsible for overseeing that all Association assets are managed in accordance with established financial policies and procedures. The Treasurer supervises the annual audit of the Association. A qualified fiscal agent or member of the staff may assist in performance of all or part of the duties of the Treasurer.

E. In the absence of the President and the President-Elect, the Immediate Past President serves as chairperson of the Board of Directors and Leadership Assembly. The Immediate Past President is a member of the nominations and election workgroup.

Section 2 - Officers shall be elected by the membership in accordance with procedures approved by the Leadership Assembly.

Section 3 - Salaried employees of the Association shall not seek, be nominated, nor serve in an elected office within two years of termination of employment. No person holding an elected position in the Association may simultaneously be an employee of the Association.

Section 4 - Terms of Office
A. The President, President-Elect, and Immediate Past President shall each serve a one-year term. The President-Elect shall automatically serve successive one-year terms as President-Elect, President, and Immediate Past President.

B. The Secretary and Treasurer shall each serve three-year terms. The Secretary shall be elected the year following the election of the Treasurer.

C. Officers shall not succeed themselves.

**Article VI Delegate Representatives**

Section 1 - Two **Delegate Representatives** shall be elected from each of four (4) regions defined by the Leadership Assembly.

Section 2 - Delegate Representatives shall be elected by the Delegates of their respective regions, in accordance with procedures approved by the Board of Directors and Leadership Assembly. Delegate Representative shall be elected for a three-year term. The Delegate Representatives are elected from among their region's standing Delegates and must be a standing Delegates on the first day of the Delegate Representative's term. Delegate Representatives may serve no more than two consecutive terms.

Section 3 - As members of the Board of Directors, Delegate Representatives serve as a resource for Delegates within their region by facilitating communication regarding essential Association information, policies, and practices, as well as coordinating activities and meetings that promote Association goals.

**Article VII Board of Directors**

Section 1 - The Board of Directors shall consist of eighteen (18) members, including the Officers, Delegate Representatives, and the Strategic Planning Coordinator. All members of the Board of Directors are voting members with the exception of the Strategic Planning Coordinator. The Board of Directors shall implement the strategic priorities established by the Leadership Assembly, set business and operational policies and procedures, have fiduciary and operational oversight, and shall facilitate implementation of the Association’s strategic plan. The Board of Directors shall lead the continuing affairs of the Association based on the policies of the Leadership Assembly.

Section 2 - The Board of Directors shall meet at least three times each year. The President, President-Elect, Past President, or nine voting Board of Directors members may call additional Board of Directors meetings when they believe such meetings are necessary.

Section 3 - A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 4 - The President shall be a non-voting member of the Board of Directors, except in the case of a tie, in which case the President will cast the deciding vote. The Executive Director shall be a non-voting ex officio member of the Board of Directors and shall attend Board of Directors meetings.

**Article VIII Vacancies and Removal of Elected and Appointed Leaders**

Section 1 - In the event that the President shall not serve out his/her full term for any reason, the President-Elect shall succeed to the unexpired term and continue as President the following year. If the President-Elect is unable to succeed to the Presidency, both a President and a President-Elect shall be elected by the membership at the time of the next election.
Section 2 - The Board of Directors, by a majority vote, shall fill any vacancy in an elected unexpired term of office, except for the office of President-Elect. Vacancies in an unexpired term of Delegate Representative shall be filled by a majority vote of the Delegates of that region. Any member so chosen shall serve until the term of the vacated office has expired and a successor is elected.

Section 3 - Officers and Delegate Representatives may be removed from their elected posts for due cause by the Leadership Assembly. A two-thirds vote of the Leadership Assembly shall be required for removal.

Section 4 - Appointed leaders may be removed from their positions for due cause by the Board of Directors. A two-thirds vote of the Board of Directors shall be required for removal.

Article IX Leadership Assembly

Section 1 - The Leadership Assembly shall establish the strategic plan and professionally related policies of the Association. The Leadership Assembly shall consist of one Delegate from each affiliate association (the “Delegates”), appointed committee and board chairs, and members of the Board of Directors. With the exception of the Strategic Planning Coordinator, all members of the Leadership Assembly shall be voting members in accordance with procedures established by the Leadership Assembly.

Section 2 - A NASP Delegates shall be elected to a three (3) year term of office by the NASP members of his or her state, commonwealth, territory, or District of Columbia affiliate. A Delegate may be elected for no more than two (2) consecutive three-year terms. Delegates must be members of the Association in good standing and eligible for Association membership as a regular member.

Section 3 - At the national level, the Delegate becomes familiar with and advocates for the Association's mission, procedures, and governance structures; represents the respective affiliate while engaged in initiating, adopting, and amending Association strategic policy; participates in Leadership Assembly meetings and communicates the issues, concerns, and consensus of the respective affiliate; informs the Delegate Representatives of issues, concerns, or other information occurring within the affiliate; and attends Association sponsored regional leadership meetings.

Section 4 - A board or committee chair becomes familiar with and advocates for the Association’s mission, policies, procedures, and structures; leads the board or committee’s work as described in the annual program plan and budget; reports its work to the Board of Directors; conveys board or committee perspectives when initiating, adopting, and amending Association professionally related policy; and participates in Leadership Assembly meetings.

Section 5 - A majority of the Leadership Assembly shall constitute a quorum.

Section 6 - The Leadership Assembly shall vote on the strategic priorities and professionally related policies of the Association. A majority vote shall carry.

Section 7 - The Leadership Assembly shall meet at least one time per year.

Section 8 - Any elected member of the Leadership Assembly may be removed for due cause by a two-thirds vote at the Leadership Assembly. Any appointed member of the Leadership Assembly may be removed for due cause by a two-thirds vote of the Board of Directors.

Section 9 - To fill a vacancy in the unexpired term of a Delegate, the President will consult with the President of the affiliate association to nominate a candidate for the position. To be approved, the nominee must receive a majority vote of the Board of Directors.
Section 10 - To fill a vacancy of a board or committee chair, the President will nominate a candidate for the position. To be approved, the nomination must receive a majority vote of the Board of Directors.

Section 11 - The Executive Director shall be a non-voting ex officio member of the Leadership Assembly and shall attend the Leadership Assembly meetings.

Article X Executive Director

Section 1 - The Board of Directors may employ a staff member to serve as the chief staff officer of the Association. The chief staff officer may be given the title of Executive Director of the Association or another title chosen by the Board of Directors. The Executive Director shall be charged with the conduct of the administrative activities of the Association. He or she shall be responsible to the President for his/her direct supervision. The Executive Director's initial and continuing employment will be based on a job description that will include a statement of qualifications and sufficient description of duties to allow for adequate evaluation. The chief staff officer shall have a written employment agreement with the Association.

Section 2 - The performance of the Executive Director shall be evaluated annually in accordance with procedures established by the Board of Directors.

Article XI Program Areas

Section 1 - The ongoing work of the Association shall be organized into areas identified by the Leadership Assembly, to be overseen by the Board of Directors and facilitated by Strategic Liaisons. Each area shall address short and long term activities to support the work of the Association and be guided by the strategic plan. The program areas shall consist of the following:

A. Professional Advocacy  
B. Professional Development  
C. Professional Information Services  
D. Professional Standards

Section 2 - The Strategic Planning Coordinator supports, coordinates, and facilitates the development and the implementation of the Strategic Plan of the Association.

Section 3 - Strategic Liaisons and the Strategic Planning Coordinator shall be appointed by the President-Elect, with approval by the Board of Directors, to three-year, staggered terms that shall begin in the year in which the President-Elect becomes President. Strategic Liaisons and the Strategic Planning Coordinator may serve no more than two consecutive terms. No person in an elected position shall serve as a Strategic Liaison or Strategic Planning Coordinator.

Section 4 - Strategic Liaisons shall facilitate the advancement of the key initiatives of the Association including collaboration and planning of activities across boards, committees, and task forces. Strategic Liaisons are responsible for reporting progress toward meeting key initiatives to the Board of Directors and Leadership Assembly.

Article XII Committees, Subcommittees, Boards, and Task Forces

Section 1 - The work of the Association will be conducted by committees, subcommittees, boards, and task forces, based on the strategic priorities established by the Leadership Assembly. The definitions of a committee, subcommittee, board, or task force are as follows:
Committee: A committee is a standing group with functions critical to the on-going, long-term functioning of the organization, with clearly identified activities consistent with the priorities of the NASP strategic plan. Committees respond to the ongoing needs of the field/NASP. Chairs of committees are voting members of the Leadership Assembly.

Subcommittee: A subcommittee refers to a smaller group within a committee designed to fulfill a specific or specialized function as part of the overall mission of the committee. Subcommittees may have appointed leaders, although subcommittee leaders do not have a vote on the Leadership Assembly.

Board: A board is a decision-making body designed to carry out functions associated with enforcing NASP Standards (i.e., ethics, program accreditation, and national certification). Board chairs are voting members of the Leadership Assembly.

Task Force: In contrast to a board or committee, a task force is a time-limited group appointed for no longer than one year. The creation of a task force is recommended by the President or President-Elect to the Board of Directors to complete a specific and defined task with a generally narrow scope of objectives that does not otherwise fall under the auspices of an existing committee. The task force will disband upon completion of the assigned objectives. Task forces are created on an as-needed basis and the chairs do not have a vote on the Leadership Assembly. If a task force is to continue for longer than one year, the President or President-Elect shall recommend to the Board of Directors that a Task Force shall be re-appointed for a period of not longer than one additional year.

Section 2 - Each year the President-Elect, with the approval of the Board of Directors shall establish boards and committees and appoint chairs that support program area activities as well as the current needs and strategic goals of the Association.

Section 3 - Board and committee chairs are appointed by the President-Elect and will assume or continue their duties throughout the President’s term of office. Members of the Board of Directors may not serve as board or committee chairs.

Section 4 - The President and Executive Director shall be ex officio members of all boards, committees, and task forces. A staff liaison to the board or committee shall also be an ex officio member without vote.

Section 5 - The President may appoint task forces with the advice of the Board of Directors and subject to the approval of the Officers.

Article XIII Finances

Section 1 - The Board of Directors shall adopt an annual balanced budget that reflects the strategic plan of the Association. The fiscal year shall be determined by the Board of Directors and shall coincide with the elective year for officers and Delegate Representatives, to the extent permitted by law.

Section 2 - The Board of Directors shall establish policies for salary replacement and for reimbursement of expenses normally incurred by members while conducting the business of the Association.

Section 3 - The Board of Directors shall establish procedures for salary replacement. Funds for approved salary replacement will be disbursed directly to the individual's employer for the fiscal year. Salary replacement does not constitute employment by the Association.

Section 4 - The Board of Directors, in cooperation with the Executive Director, shall establish authorization procedures for disbursement of funds.
Section 5 - No member shall contract, or cause to be in the name of the Association, any debt without the specific and proper authorization of the Board of Directors.

Section 6 - Examination of Records

The Board of Directors shall ensure the conduct of an annual independent financial audit by a Certified Public Accountant.

Article XIV Parliamentary Authority

Section 1 - 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 Operations Handbook or the special rules of the Association.

Section 2 - The President shall appoint a Parliamentarian.

Article XV Indemnification

To the maximum extent allowable under Ohio law, the Board of Directors is authorized to indemnify and reimburse, at corporate expense, a person made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, except in an action by or in the right of the Association, by reason of the fact that he/she, is or was a Director, officer, elected or appointed volunteer, or employee of the Association, actually and reasonably incurred by him/her in connection with the defense or reasonable settlement of any such action, suit or proceeding or any appeal therein, provided that the Board of Directors determines that such person has acted in good faith and in a manner that said person reasonably believed to be in or not opposed to the best interests of the Association and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful, and except in relation to matters as to which he/she, or such person whose legal representative or successor he/she is, is finally adjudged in any such action, suit or proceeding, to be liable for negligence or misconduct in the performance of his/her duties to the Association.

Article XVI Amendments

The Constitution and Bylaws may be amended by a two-thirds vote of the Leadership Assembly.

Article XVII National School Psychology Certification System

The National School Psychology Certification System (NSPCS) credentials school psychologists who meet criteria developed by the Association. The NSPCS is open to members and nonmembers. The administration of the NSPCS is vested under the authority of the National School Psychology Certification Board. This Board will operate as an independent board under the Professional Standards Program Area but within Association governance.

Article XVIII Operations Handbook

An Operations Handbook shall be established. The Operations Handbook shall include the Association's policies and procedures established by the Board of Directors and Leadership Assembly.

Article XIX Special Voting
To the extent permitted by law, the members of the Board of Directors may participate in any meeting by conference telephone call with the conference call constituting presence in person at the meeting. The President may request action by the Board of Directors between its regularly scheduled meetings by electronic ballot or telephone vote. Action taken by electronic ballot or telephone vote by a majority of all voting members of the Board of Directors shall constitute a ballot action and shall be reported at the next meeting of the Board of Directors.

Section 2 - There shall be no proxy voting at any Board of Directors, Leadership Assembly, Membership, or other Association meeting.

Article XX Dissolution

Section 1 - No part of the assets or net earnings of the Association shall be distributed to or shall incur to the benefit of any individual, provided, however, that payment of reasonable compensation for service rendered and expenses incurred may be made. The Association is intended to have perpetual existence, but in the event of termination or liquidation, or abandonment of its purpose, the assets shall be applied and distributed as follows:

Section 2 - All liabilities and obligations of the Association shall be paid, satisfied and distributed, or adequate provision shall be made thereof. The remaining assets shall be transferred or conveyed only to an organization which shall have been organized and operates exclusively for charitable, scientific, literary, or educational purposes, and shall be exempt from taxation under Section 501(c) of the Internal Revenue Code, as amended.

Article XXI Effective Date

This Code of Regulations and Bylaws was passed by the Leadership Assembly on September 26, 2015.

Amended: May 21, 2015
Amended: July 11, 2014
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Amended: April 21, 2001
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Amended: December 2, 2022