



## **ISPA CONSTITUTION**

as approved by the ISPA membership in November 2011

### **Article I: Name**

The name of the Association shall be the International School Psychology Association (ISPA).

### **Article II: Central Office**

The Central Office of the Association is stated in the Bylaws.

### **Article III: Duration**

The Association shall exist in perpetuity.

### **Article IV: Purposes of the Association**

- 1 To promote the use of sound psychological principles within the context of education internationally.
- 2 To promote communication among professionals who are committed to the improvement of the mental health of children in the world's schools.
- 3 To encourage the training and employment of school psychologists in countries where there are none or too few.
- 4 To promote the psychological rights of all children throughout the world.
- 5 To initiate and promote cooperation with other organizations working for purposes similar to those of ISPA in order to help children.
- 6 To condemn any discrimination of a racial, religious or sexual nature and recommend that its members conduct their professional life consistent with this principle.

### **Article V: Membership**

Membership provisions are stated in the Bylaws.

### **Article VI: Executive Committee**

The Executive Committee shall be composed of five members of the Association. Procedures for electing or appointing members of the Executive Committee are stated in the Bylaws.

### **Article VII: Officers**

The officers of the Association shall be the President, the President-Elect, the Past-President, the Secretary, and the Treasurer. The procedure for their election and terms of office are stated in the Bylaws.

### **Article VIII: Dissolution of the Association and Dedication of Funds**

- 1 All assets of the Association shall be permanently dedicated to the purposes set forth in Article IV of the Constitution. No part of these funds shall be distributed to members of the Association.
- 2 In the event of dissolution of the Association, any funds remaining after payment of all debts shall be distributed to one or more international non-profit organization that hold goals similar to those of ISPA. Such organizations will be selected by the Executive Committee.

### **Article IX: Amendments to the Constitution**

Articles of the Constitution may be amended by a two-thirds vote of Association members who return correctly marked ballots. The Bylaws specify the process for amending the Constitution.

### **Article X: Amendments to the Bylaws**

Bylaws of the Association shall be amended by majority vote of Association members who return correctly marked ballots. The Bylaws specify the procedure for amending the Bylaws.



# ISPA BYLAWS

as approved by the ISPA membership in November 2011

## Article I: Membership

### *Membership Categories*

There shall be four categories of membership: Members, Honorary Life Members, Students, and Associates.

*Members* are persons fully trained to function as school psychologists in their own countries at institutions recognized by their national or state authority. Members have voting rights and may stand for office in the Association.

*Honorary Life Members* enjoy the same privileges as Members, but do not have to pay membership fees. The criteria and procedure for awarding Honorary Life Membership are described in the Operations Handbook.

*Students* enrolled in school psychology programs are eligible for membership. Students are not eligible to vote or hold office. Students applying for membership in this category must submit evidence of their enrollment in a school psychology program that is recognized in their country.

*Associates* are persons committed to the use of psychological services in the schools. Associates are not eligible to vote or hold office.

### *Membership Dues and Contributions*

Membership dues shall be determined by the General Assembly upon recommendation from the Executive Committee.

Annual dues for the calendar year are payable before January 1<sup>st</sup>. Members' names may be dropped from the membership and mailing lists after failing to pay dues for an entire calendar year. New members' dues received after October 1<sup>st</sup> shall be applied to the following calendar year.

## Article II: Newsletter

ISPA's newsletter shall be called World Go Round. It shall be published four or more times a year, as circumstances and funds permit. Each person on the membership list will be sent a copy of the newsletter.

## Article III: Officers

1 All officers shall be members of the Association. Except for the President's office, in the event an officer's position becomes vacant during the term of office, the remaining Executive Committee shall appoint an acting officer to fill that vacancy until the election of a new officer at the first following formal election.

*The President* shall serve a two-year term of office, shall be responsible for and conduct the business of the Association in coordination with the Executive Secretary and the Central Office, shall represent the Association at all formal functions or designate someone to represent the Association, and shall chair the Executive Committee.

*The President-Elect* shall serve a two-year term of office and shall serve as the President of the Association should the President be unable or unwilling to function, and shall assume the office of the President at the end of the President's term.

*The Past President* shall serve a two-year term of office and shall serve as the President of the Association should the President and the President-Elect be unable or unwilling to function. The Past President shall chair the Constitution and Bylaws Committee and the Nominations and Elections Committee.

*The Treasurer* shall serve a three-year term of office, be responsible for the receipt and disbursement of funds as authorized by the Executive Committee, prepare a proposal for the annual budget, and provide for an audit of funds.

*The Secretary* shall serve a three-year term of office, record and distribute the minutes of the Executive Committee and General Assembly meetings, and officially announce all meetings of the Association.

2 Officers of the Association may serve a maximum of six consecutive years in one or more elected offices. They may be nominated and stand for office again after not serving as an officer for three or more years.

3 Elections of officers shall be held among all eligible members as defined in the Operations Handbook. Call for nomination of officers is published in World Go Round and on the ISPA website in March/April. Elections shall be carried out by an 'online' ballot of members with an email address and by postal ballot for those without an email address. The Executive Secretary, under the supervision of the Nominations and Elections Committee, shall be responsible for preparing the ballot, sending it to members, and counting the ballots. The Nominations and Elections Committee shall notify members of the result through World Go Round after first informing the candidates personally of the results.

## Article IV: The Executive Secretary

The Executive Committee is authorized to appoint an Executive Secretary. Terms of employment shall be agreed to by the Executive Secretary and the majority of the Executive Committee. The Executive Secretary is responsible to the President.

## Article V: Affiliated Organizations and Mission Partners

Organizations with purposes, missions and goals similar to those of ISPA may become ISPA affiliates or ISPA mission partners. There are two categories of affiliation:

*Affiliate Organization.* National, international and regional organizations that have at least 30% of their members who are school psychologists are eligible as Affiliate Organizations. The fee for affiliation shall be set by the Executive Committee and found in the Operations Handbook. Affiliate Organizations shall have one vote in the affairs of ISPA. The executive body of an Affiliate Organization shall inform the ISPA Executive Secretary of the name of the member having the authority to represent the Organization at the General Assembly. This shall be done in writing and remain in effect until a written amendment is made.

*Mission Partner.* Organizations whose members are professionals working in schools and/or education and do not meet the criteria for affiliate membership, are eligible as Mission Partners, providing there is reasonable overlap between their mission statements, goals and ethical principles and those of ISPA. Details regarding membership fees and procedures are described in the Operations Handbook. Mission Partners do not have a vote in the affairs of ISPA.

#### **Article VI: The Executive Committee**

The members of the Executive Committee constitute the officers of the Association. The Executive Committee shall be responsible for overseeing the day-to-day operation of the Association. The Executive Committee can meet during the annual Conference, and at other times deemed necessary. It can make decisions by a majority vote of those present. Decisions may also be made via electronic communication.

#### **Article VII: The General Assembly**

The General Assembly is responsible for approving the policies and budget of the Association. It is made up of the Executive Committee, Members, Honorary Life Members, and representatives from Affiliate Organizations. The General Assembly will convene on one or more occasions during the Conference. The President will preside at these meetings. Motions before the General Assembly are decided by a majority vote of those present. Should a situation arise that may have serious consequences for the Association at times when the General Assembly cannot be convened, the President, with the concurrence of at least two other members of the Executive Committee, may declare an emergency and submit a ballot to the membership. The majority vote of those returning ballots shall be binding. A ballot will be used to vote on policies and budgetary issues upon the approval of at least three members of the Executive Committee or one-fourth of the voting members present at the General Assembly.

#### **Article VIII: The Conference**

- 1 The convention or annual meeting of the Association will be called a Conference. It shall be held either every year or every other year, depending upon a vote of the Executive Committee. The theme of each Conference shall be of general interest to practicing school psychologists throughout the world.
- 2 The Conference Coordinator shall be appointed by the President. As chairperson of the Conference Committee, he/she is responsible through the Executive Secretary to help organize conferences with the Local Organizing Committee.

#### **Article IX: Committee Structure**

Standing committees, ad hoc committees, task forces, and interest groups shall assist the Executive Committee in conducting the work of the Association. The Operations Handbook defines the roles and functions of the standing committees, ad hoc committees, task forces, and interest groups.

#### **Article X: Constitutional and Bylaw Changes**

The Constitution and Bylaws may be amended only by ballot. A proposed amendment shall be discussed at a General Assembly, and no later than 120 days thereafter a ballot shall be held among all eligible members. The Executive Secretary, under the supervision of the Constitution and Bylaws Committee, shall be responsible for preparing the ballot, sending it to members, and counting the votes. The Executive Secretary shall notify the Constitution and Bylaws Committee of the results in a timely fashion, and the Committee shall notify the members of the results through World Go Round. The date upon which the changes become effective will be indicated.

#### **Article XI: Financial Support**

ISPA accepts voluntary contributions from individuals, organizations, corporations, and other entities. All contributions will be acknowledged by mail by the Executive Secretary. Individuals, businesses, firms, industries, and other organizations that contribute funds above a threshold amount established by the Executive Committee shall be identified as Patrons. Their names shall be reported to the General Assembly by the Treasurer unless they prefer to remain anonymous.

#### **Article XII: Central Office**

The street and e-mail address of the Association together with its telephone and fax numbers shall appear on the Association's letterhead and other official documents and publications. The Executive Committee is authorized to determine the location of the Association.

