

ISPA

Operations Handbook

Last revised: 3 December 2009

TABLE OF CONTENTS

PREFACE	5
100 GENERAL INFORMATION	6
100.1 Philosophy	6
100.2 Purposes	6
100.3 Goals and Objectives	7
100.3.1 Planning Process	7
100.3.2 Annual Objectives	7
100.4 Structure	8
100.4.1 Organizational Units	8
100.4.2 Membership	9
200 POLICIES AND PROCEDURES	11
200.1 Operations Handbook	11
200.1.1 Purposes	11
200.1.2 Goals	11
200.1.3 Interrelationships	11
200.1.4 Policies/Procedures	11
200.2 Review and Revisions	12
200.3 Distribution and Maintenance	13
200.4 Constitution Changes	13
200.5 Rules of Order	11
200.6 Quorum	13
300 FINANCES	14
300.1 Authority	14
300.2 Reports	14
300.3 Budget	14
300.3.1 Guidelines	14
300.3.2 Reimbursement	15
300.3.3 Contributions/Donations	16
300.3.3.1 Cal Catterall Fund	16
300.3.3.2 Crisis Intervention Response Network	16
400 EXECUTIVE COMMITTEE	17
400.1 Purpose	17
400.2 Process for Decision-Making	17
400.3 Structure	17
400.3.1 President	17
400.3.2 President-Elect	17
400.3.3 Secretary	18
400.3.4 Treasurer	19
400.3.5 Immediate Past President	20
400.4 Nominations and Elections	20
400.5 Resignation	21
500 EXECUTIVE SECRETARY AND ASSISTANT EXECUTIVE SECRETARY	22
500.1 Selection	22
500.2 Responsibilities	22

500.3 Assistant Executive Secretary	23
600 CONFERENCE COORDINATOR	23
600.1 Selection	23
600.2 Responsibilities	23
700 CONFERENCE	24
700.1 Purpose	24
800 COMMITTEES, TASK FORCES, AND INTEREST GROUPS	24
800.1 Procedures	24
800.2 Committees	25
800.3 Task Forces	25
800.4 Interest Groups	25
900 GENERAL ASSEMBLY	25
900.1 Annual Meeting/Agenda	25
900.2 Executive Committee Reports	25
900.3 Voting	25
900.4 Affiliate Organization Reports	25
1000 PUBLICATIONS/WEBSITE	26
1000.1 World Go Round	26
1000.2 School Psychology International	26
1000.3 School Psychology International	26
1100 AWARD	27
1200 HONORARY MEMBERSHIP	27
APPENDIX I: COMMITTEES, TASK FORCES AND INTEREST GROUPS	28
800.1 Standing Committees	28
800.1.1 Constitution and Bylaws Committee	28
800.1.2 Nominations and Elections Committee	28
800.1.3 Membership Committee	28
800.1.4 Ethics Committee	28
800.1.5 The Child Well-Being and Advocacy Committee	29
800.1.6 Communication and Publications Committee	30
800.1.7 European Training Center	30
800.2 Task Forces	31
800.2.1 Professional Development and Practice Task Force	31
800.2.2 Research Task Force	31
800.2.3 Calvin D. Catterall Financial Aid Fund	31
800.2.4 ISPA Accreditation and Program Approval Task Force	32
800.3 Interest Groups	32
800.3.1 International Exchange	32
800.3.2 International Crisis Response Network	32
800.3.3 European Interest Group	32
800.3.4 Consultee-Centered-Consultation	33
800.3.5 Students' Interest Group	33
800.3.6 Trainers' Interest Group	33
800.3.7 Retirees' Interest Group	33

APPENDIX II: THE ISPA CONSTITUTION AND BYLAWS	34
APPENDIX III: PROCEDURES AND FEES FOR AFFILIATES AND MISSION PARTNERS	39
Application Form	41

PREFACE

The International School Psychology Committee was established in 1972 by Dr. Calvin Catterall and Dr. Frances Mullen. After years of growth and development the organization was changed and formally recognized as the International School Psychology Association (ISPA) in 1982 in Stockholm, Sweden. Many organizational policies and procedures have been developed throughout the years as the Association has grown in size and complexity. The purpose of this Operations Handbook is to draw together in one document existing policies and procedures in a structured manner in order to provide essential information on the functioning of the Association.

This documentation enables the organization and its members to have an easy reference to ISPA operations, provides a uniform system for guiding and recording the actions of the Executive Committee, together with a comprehensive listing of policies and procedures along with a numbering system for easy identification.

Operational policies and procedures are anticipated to change. The numbering system was developed to make it easy to reference, modify, add, or delete sections without changing the entire handbook. General sections are listed in the Table of Contents using formal references and page numbers for each.

ISPA encourages the translation of all of its documents into languages other than English for the purpose of wider dissemination. Those carrying out such translations are requested to provide the Executive Committee with master copies for the ISPA archives and further dissemination.

NOTE: This Operations Handbook should be read in conjunction with the ISPA Constitution and Bylaws, attached to this document.

100 GENERAL INFORMATION

100.1 Philosophy

The International School Psychology Association (ISPA) seeks to strengthen communication between school psychologists worldwide by increasing cross-cultural understanding and exchanging professional information.

ISPA is committed to help all nations implement and improve their school psychology programs. ISPA also seeks to provide opportunities for school psychologists from all countries to share and gain expertise from each other through conferences and publications.

ISPA believes that the exchange of knowledge and expertise increases understanding and advances the purposes of school psychology. ISPA strives to overcome the effects of geographical distances, language, and cultural differences in order to achieve open communication.

The Association condemns any discrimination based on race, religion or sexual nature and recommends its members conduct their professional lives in conformity with this nondiscriminatory principle and abide by its accepted Code of Ethics.

100.2 Purposes

The purposes of the International School Psychology Association were formalized at the conference in Stockholm in 1982 when ISPA was established as an international organization. The following five mission statements designed at the time comprise the principles of the organization.

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

Additional information on the Association's structure and function is provided in its Constitution and Bylaws.

100.3 Goals and Objectives

Specific goals and objectives provide guidelines for the organization to follow in order to accomplish its purposes.

100.3.1 Planning Process

The Association shall develop and maintain an integrated planning process which includes long range and annual goals.

The planning shall be initiated by the Executive Committee, which will attempt to solicit input from all committees. Goals shall be assessed annually and revisions made when necessary.

The long-range goals -in the form of a Strategic Plan- and annual goals and objectives shall be presented to the membership at the General Assembly and in the World Go Round.

100.3.2 Annual Objectives

Each year the Executive Committee shall attempt to provide specific objectives which it expects the Association to achieve. These objectives may be constructed through the medium of the annual conference's Leadership Workshop. A process of self-evaluation shall be built into the requirements of those charged with the responsibility for overseeing the achievement of the agreed objectives.

Each committee chairperson shall be requested to construct and submit annual objectives to the Executive Committee. These should be translated into activities which become the basis for the proposed budget for that organizational unit.

The President shall have the authority to provide direction to Committees and Task Forces in order to maintain their focus on the Association's purposes and goals.

All objectives translated into implementary activities shall be considered by the Executive Committee when constructing the proposed budget for the following year.

100.4 Structure

100.4.1 Organizational Units

The officers of the Association shall be President, President-Elect, Immediate Past President, Secretary, and Treasurer. All have voting rights.

The Executive Committee shall be made up of the above-stated officers and a maximum of three ex-officio members: the Executive Secretary, the Assistant Executive Secretary, and the Conference Coordinator.

The Executive Secretary and the Assistant Executive Secretary (if appointed) shall work in tandem, with specific responsibilities being taken by each. Their work shall be carried out with necessary support under the auspices of the Central Office. *(See section 400 for further details about the role of the officers and the Executive Committee.)*

The Association committee structure shall include standing committees, ad hoc committees, interest groups, and task forces.

Standing committees are permanent committees which are necessary for the running and maintenance of the Association. They perform an important formal function in facilitating and recording the membership decision-making process.

Ad hoc committees are official committees of the Association which are established to meet a specific ongoing purpose designated by the Executive Committee. The general function of such committees is to promote the goals and further the achievement of the Association's aims through initiating specific activities relating to the workings of the Association itself or to the Association's connections with outside bodies. Ad hoc committees may be set up at any time in accordance with the wishes of the Executive Committee or its membership, or may be disbanded if the Executive Committee considers their work to be completed or not serving the purpose for which they were established.

Interest groups consist of ISPA members who wish to work together in an informal manner to further a specific aim. Such groups may be set up at any time by two or more ISPA members. Members wishing to form and participate in an interest group are expected to report the creation of the interest group to the Executive Committee and seek official approval before acting in

the name of the Association. Interest Groups may be redefined as Task Forces if they present projects and that are seen by the Executive Committee as promoting the goals and further the achievement of the Association's aims through initiating specific activities (projects) relating to the workings of the Association.

Task forces are appointed by the President in consultation with the Executive Committee. The general function of task forces is to promote the goals and further the achievement of the Association's aims through initiating specific activities (projects) relating to the workings of the Association itself or to the Association's connections with outside bodies. They typically serve an ongoing purpose by proposing projects that normally will be expected to fulfill their role within a set and limited period of time, thereafter new projects are to be proposed to the Executive Committee and seek official approval before acting in the name of the Association upon the initiated project. Task Forces may be disbanded or redefined as if the Executive Committee considers their work to be completed or not serving the purpose for which they were established.

Details of the current ISPA committees and their organizational structure are provided in section 800 and in an Appendix to this Handbook.

During each annual conference, a Leadership Workshop will be held to which representatives of the National Affiliates are invited together with members of the Executive Committee, chairs of committees, and other invited participants. Hereafter the term committee is used to refer jointly to the various committees, interest groups, and task forces.

100.4.2 Membership

100.4.2.1 There shall be four categories of individual membership: Members, Honorary Life Members, Students, and Associates. These are defined in the Constitution and Bylaws.

100.4.2.2 Affiliate membership organizations are regional, national or international organizations that have at least 30% of their members who are school psychologists. Affiliate membership organizations shall have one vote on motions before the General Assembly. The executive body of the affiliate

membership organizations shall inform the ISPA President of the member having authority to represent the organization at the General Assembly. Each affiliate organization shall submit to the Executive Committee their constitution, bylaws and other relevant documents.

- 100.4.2.3 Mission Partners are organizations whose members are professionals working in schools and/or education and do not meet the criteria for affiliate membership. There must be a reasonable overlap between their mission statements, goals and ethical principles and those of ISPA.
- 100.4.2.4 Members shall ascribe to standards and principles of the Association as stated in the Constitution and Bylaws and to its Code of Ethics.
- 100.4.2.5 Membership applications shall be submitted to and processed by the Executive Secretary. An applicant will become a member upon a favorable review of a membership application and payment of dues. Dues shall be established for each membership category upon recommendation of the Treasurer and approval of the members at the General Assembly.
- 100.4.2.6 Non-payment of dues by July 1st of the year in which they are due may lead to severance of membership at the discretion of the Executive Secretary.
- 100.4.2.7 A membership list will be made available to members on a regular basis. It is forbidden to use it for unauthorized commercial purposes.

200 POLICIES AND PROCEDURES

200.1 Operations Handbook

The Association shall maintain an integrated Operations Handbook which shall contain the purposes, goals, structure, interrelationships, policies, and procedures for the Association as a whole as well as for each organizational unit.

Sections of the Operations Handbook shall be developed in accordance with the following format:

200.1.1 Purposes

The purposes shall be consistent with the Constitution and Bylaws of the Association.

200.1.2 Goals

Goals shall be related to the purposes.

200.1.3 Interrelationships

Interrelationships refer to the nature of formal relationships between committee members, officers, and the membership.

200.1.4 Policies/Procedures

200.1.4.1 Policies state overall directions necessary to implement the purpose of each organizational unit.

200.1.4.2 Standards are statements agreed upon as acceptable and fixed as the Association's recognized guide or principle.

200.1.4.3 Position statements are formal pronouncements that reflect the official position of the Association with regard to specific professional issues. Position statements must be submitted in writing to the Executive Committee and, if accepted by the General Assembly, the Association will make public position statements as appropriate. Such statements will be

published in World Go Round and made available upon request.

200.2 Review and Revisions

Each policy and procedure developed shall be reviewed periodically by the responsible unit and revised as needed in accordance with the following procedures:

200.2.1 The Operations Handbook sections should be reviewed on a regular basis.

200.2.2 Prior to the Executive Committee reviewing any proposed new or revised policy or procedure, the submitting organizational unit should:

200.2.2.1 Prepare and submit a typed document organized according to the format found in the Handbook.

200.2.2.2 Distribute proposed new or revised sections to the Executive Committee at least two weeks prior to the meeting at which it will be discussed.

200.2.3 The Executive Committee will follow the following procedures:

200.2.3.1 If the proposed revisions result only in procedural changes, the Executive Committee may approve the revisions, assign an effective date, and distribute the revised sections.

200.2.3.2 If the proposed revisions would impact policy, they must be presented at the General Assembly for approval with copies of the document given to the attending members prior to the meeting at which it will be presented.

200.2.3.3 If the proposed revisions are position statements or resolutions, they must be acted upon by the General Assembly. Such statements must be made available to the members at least 30 days prior to the meeting at which they are presented.

200.3 Distribution and Maintenance

The Operations Handbook shall be current, available, and adhered to. The Executive Secretary, the Assistant Executive Secretary, the Conference Coordinator, officers and chairs have the following responsibilities:

- 200.3.1** They shall obtain a copy of the Operations Handbook and ensure that it is correct and up-to-date.
- 200.3.2** They shall ensure that each person in a leadership role has had the opportunity to read the Handbook and recommend new and revised policies and procedures.
- 200.3.3** They shall implement the policies and procedures in their area of responsibility by the date determined by the Executive Committee.
- 200.3.4** The Executive Secretary shall distribute to officers and committee chairpersons the revised sections of the Operations Handbook and will maintain a current and accurate copy in the Association's Office.

200.4 Constitution Changes

According to the provision in Article IX of the Constitution, a majority of returned ballots in favor of an amendment are required to change the constitution.

200.5 Rules of Order

The rules contained in the most recent revision of Keesey's Modern Parliamentary Procedure shall govern the Association in all situations to which they are applicable.

200.6 Quorum

At least one-half of its officers must be in attendance at Executive Committee meetings in order to conduct ISPA business. Executive Committee members may conduct business in person, by email, telephone, or any available technology. Minutes of all meetings shall be maintained by the Executive Secretary after approval by the Executive Committee.

300 FINANCES

300.1 Authority

300.1.1 The Executive Committee is responsible for ISPA financial matters.

300.1.2 The Treasurer is responsible for preparing and submitting an annual proposed budget for approval by the Executive Committee and subsequently by the General Assembly. An accounting of the previous year's budget will be published in the earliest possible issue of World Go Round.

300.2 Reports

300.2.1 The Executive Secretary is responsible for maintaining the ongoing budgetary records and for distributing biannual reports to the Executive Committee.

300.2.2 A report of the membership shall be made at the General Assembly, and at the mid-year meeting to the Executive Committee. The report shall inform membership, officers, and committee chairs as to number of members categorized by country and type of member.

300.3 Budget

The budget determines the financial status of internal funding of organizational activities. It is prepared annually by the Treasurer and Executive Committee for presentation to the General Assembly for approval.

300.3.1 Guidelines

To assist in the preparation of the annual budget, the following guidelines are recommended:

300.3.1.1 Prior to April 1st all committee chairs are requested to submit to the Treasurer an itemized list of proposed expenditures for the following year. This list must represent the activities as translated from the annual objectives.

300.3.1.2 The Treasurer prepares a proposed budget to submit to the Executive Committee during the Conference

meeting or by email in the event that there is no Conference

300.3.1.3 The Treasurer presents the proposed budget to the General Assembly for discussion and approval. If there is no General Assembly due to cancellation of the Conference, the budget will be approved by the EC after it has been posted in WGR, with comments solicited from members.

300.3.1.4 The President informs all those who submitted a budget request of the amount allocated.

300.3.2 Reimbursement

300.3.2.1 A request for Reimbursement form is available from the Executive Secretary.

300.3.2.2 All committee expenditures must be submitted, approved, and signed by the chairperson of that committee.

300.3.2.3 All requests for the reimbursement of expenses should indicate clearly the nature of the expenses, the reasons why they were incurred, and the dates on which they were incurred.

300.3.2.4 All requests for reimbursement must be submitted within the budgetary year of the expenditure.

300.3.2.5 Reimbursement forms must be sent to the Central Office for processing.

300.3.2.6 All cheques are signed and issued by the Executive Secretary.

300.3.2.7 Authorization of reimbursement of conference and mid-year meeting expenses for officers must be made by the Executive Secretary. Wherever possible, all receipts for expenditure should be provided with claims for reimbursement. All claims over \$ 25 normally must include the original receipt.

300.3.3 Contributions/Donations

300.3.3.1 Cal Catterall Fund

A fund was formed by the Executive Committee in memory of one of ISPA's founders, Calvin Catterall. Members are encouraged to donate to the fund at membership renewal time and during the Conference. The money is used for financial aid to enable members to attend the Conference who would otherwise be prevented from attending due to financial constraints.

300.3.3.2 Crisis Intervention Response Network Fund

The Fund supports ISPA members as volunteers in crisis intervention activities to benefit children. The chair of the International Crisis Response Network (ICRN), in consultation with the ISPA Executive Committee, will determine which crises to respond to and what kind of support to provide. Funding levels will be set by the ISPA Executive Committee.

Reimbursements will be paid only after the chair of the ICRN has approved them and after receipts have been received by the ISPA Central Office. The ICRN will report crisis intervention activities in timely articles in the ISPA newsletter, World Go Round.

400 EXECUTIVE COMMITTEE

400.1 Purpose

The purposes of the Executive Committee are to establish standards, and administer policy, oversee committee work, oversee the organization and operation of conferences, appoint the Executive Secretary, Assistant Executive Secretary and Conference Coordinator, and coordinate activities related to these positions, conduct the affairs of ISPA in accordance with its mission statements, and report and make recommendations to the General Assembly. Information on nominations, elections, and terms of office of the Executive Committee is described in the Constitution and Bylaws.

400.2 Process for Decision Making

Decisions of the Executive Committee will be achieved wherever possible by consensus. When consensus is not possible, the issue shall be settled by a majority vote of the Executive Committee.

400.3 Structure

400.3.1 President

The President shall be the spokesperson for ISPA. Information concerning ISPA positions or issues shall be channeled through the President.

The President is responsible, together with the Secretary and Executive Secretary, for preparing the agenda and announcing the date, location and time for Executive Committee and General Assembly meetings.

The President appoints committee chairs. These appointments are made in compliance with organization policy and in consultation with the Executive Committee. Letters are written to each chair regarding their appointment.

The President shall serve as Chair of the Membership Committee.

400.3.2 President-Elect

The President-Elect is an officer of the Association and a member of the Executive Committee. In the President's

absence, the President-Elect chairs the Executive Committee meetings, and discharges other responsibilities as needed.

The President-Elect shall take responsibility for organizing and facilitating a leadership workshop immediately prior to each conference.

400.3.3 Secretary

The Secretary is responsible for recording events accurately and distributing this information. For this purpose, the Secretary shall record the official minutes of Executive Committee meetings and General Assemblies.

Regarding the minutes of Executive Committee meetings, the Secretary shall send out a dated draft within one month of these recorded events to the Executive Committee, Conference Coordinator and Central Office.

The aforementioned have one month to make their comments and recommendations in writing.

If changes are recommended and made, a new dated version shall be distributed by the Secretary to all the above-mentioned.

The final approval of the minutes is done at the next Executive Committee meeting.

The Secretary shall mail draft minutes of the General Assemblies and the approved budget within two weeks to the Chair of the General Assemblies. A cover letter shall indicate corrections, and remarks shall be returned to the Secretary within one month from its receipt.

A final (dated) version with suggested additions and corrections of the Chair of the General Assemblies shall be distributed within two weeks to the Chair of the General Assemblies, the Executive Committee members and the Central Office. The Chair of the General Assemblies formally approves the minutes of the General Assemblies and acknowledges their acceptance by her or his signature to them.

The Secretary is to prepare and submit a summary of the Executive Committee meetings and General Assemblies for publication in World Go Round.

The Secretary shall send a summary of assigned and agreed tasks to all participants of Executive Committee meetings based on the finalized minutes.

The Secretary shall write and send official correspondence as directed.

The Secretary assists the President in drafting the proposed agenda. Draft agenda are sent to all participants at least four weeks prior to the date of the meeting. Participants have one week to suggest further items. The agenda are mailed two weeks prior to the date of meetings after consulting with the Central Office regarding other materials to be sent.

The Secretary is responsible for providing a timetable of meeting schedules during Executive Committee meetings.

The Central Office shall have one copy of all final and approved material for safekeeping.

The Secretary assists the President, as assigned, in organizational activities.

400.3.4 Treasurer

The Treasurer serves in a leadership role with the Executive Committee on financial matters and in developing the budget.

The Treasurer submits a proposed budget each year to the Executive Committee for discussion and its approval. Subsequently, the Treasurer shall distribute the proposed budget approved by the Executive Committee, during the first meeting of the General Assembly. The budget shall be presented for discussion, revision, and final approval at the second meeting of the General Assembly. In the event that there is no General Assembly due to cancellation of the Conference, the budget will be printed in the September issue of WGR. Feedback from members will be sought.

The Treasurer is responsible for the management of all ISPA money according to established fiscal policies and

procedures. This management is done in direct coordination with the Executive Secretary.

The Treasurer is responsible for the maintenance of all fiscal policies and procedures and for proposing fiscal changes.

400.3.5 Immediate Past President

In the absence of the President and President-Elect, the Immediate Past President shall chair Executive Committee meetings and assume all responsibilities associated with the absent officers.

The Immediate Past President shall serve as an advisor to the Executive Committee and will assist the President in the continuation of goals or the completion of projects from the previous year.

The Immediate Past President will serve as Chair of two standing committees: the Constitution and Bylaws Committee, and the Nominations and Elections Committee. The Immediate Past President is responsible for making sure that the material displayed on the web-site is up-to-date, in the absence of a content web-manager and serves as an EC contact person for conference matters in the absence of a Conference Coordinator.

400.4 Nominations and Elections

Nominations shall be solicited from the membership. The names of qualified candidates are placed on a ballot which is sent to all members. The chair of the Nominations and Elections Committee shall be responsible for obtaining information from each candidate within a set format regarding their professional background and particular commitment to the post for which they are standing. The outcome of the election of officers, together with the respective number of votes cast, shall be published in the edition of World Go Round immediately following the elections.

Nominees for ISPA offices can be introduced at the Conference, but will not be given an opportunity at that time to formally present their platform. They will be invited to write a short personal statement supporting their candidature which will be placed on the website and circulated to all members. In the period leading up to the ballot they may contact

individual members to encourage them to vote for them but mass emails from any ISPA member to the membership are strongly discouraged.

Newly elected Executive Committee members shall assume their positions at the beginning of the Executive Committee meeting held in conjunction with the conference. In the event no conference is held, new officers shall assume their positions on August 1 following their election.

400.5 Resignation

In the event an officer resigns, the remaining Executive Committee members shall designate a person to act in the capacity of the vacated office until an election can take place.

500 EXECUTIVE SECRETARY AND ASSISTANT EXECUTIVE SECRETARY

500.1 Selection

When a vacancy occurs for the position of the Executive Secretary, an announcement shall be made to the membership. Specific duties of the position must be advertised together with details on how to apply. A description of the position must be available to applicants.

The Executive Committee is empowered with the duty to interview applicants and appoint an Executive Secretary. Terms of employment are established by the Executive Committee and acceptable to the selected applicant.

The Executive Secretary must be a member of ISPA.

500.2 Responsibilities

The Central Office is responsible to the Executive Committee, and more specifically to the President, for providing management of Association business and affairs.

The Central Office is established and managed by the Executive Secretary.

The Central Office provides and maintains contact with members through publications, travel, correspondence, and other forms of telephonic and electronic communication.

The Executive Secretary is responsible for the supervision and administration of the budget.

If a shortage of cash occurs at the Central Office, the Executive Secretary shall consider the possible economical solutions. If needed, state bonds can be sold and repurchased again as soon as possible, or a short-term loan can be procured. The decision can be acted upon only after consulting with the Treasurer and the President.

The Central Office shall receive and acknowledge the receipt of membership dues and shall maintain a current list of members. A dues reminder shall be sent to members in January of each year and at other times as needed.

When needed and authorized, the Executive Secretary shall obtain legal and financial counsel.

The Executive Secretary shall represent ISPA and coordinate public

relations activities with appropriate government, public service, and special interest organizations in order to achieve the objectives and implement the policies of ISPA.

The Central Office, under the direction of the Executive Secretary, shall retain copies of all ISPA-related documents, correspondences, budgets, and other records.

500.3 Assistant Executive Secretary

When it is deemed necessary, the Executive Committee will appoint an Assistant Executive Secretary, whose task will be to help the Executive Secretary in the execution of his/her duties. The Assistant Executive Secretary must be a member of ISPA.

600 CONFERENCE COORDINATOR

600.1 Selection

The Conference Coordinator is appointed by the President with the approval of the Executive Committee and is responsible to the Executive Committee.

600.2 Responsibilities

The Conference Coordinator provides the administrative and programmatic support before, during, and after each conference.

The Conference Coordinator actively participates in conference site selection by soliciting proposals from members interested in hosting a conference. Information regarding a proposed site must be submitted formally to the Conference Coordinator. The report must include all important aspects, as identified in the Conference Handbook.

The Conference Coordinator acts in a mediating capacity between the Executive Committee and the Local Organizing Committee. Her/his specific tasks and duties are set out in detail in the Association's Conference Handbook.

600.3 The role of the Past-President

In the absence of a Conference Coordinator, the Past-President assumes the responsibility for liaising with the Local Organizing Committee of a Conference and future organizers.

700 CONFERENCE

700.1 Purpose

A primary purpose of a conference is to provide opportunities for school psychologists, educators and other interested individuals from various countries to meet, interact, and exchange professional information.

ISPA members involved in governance activities shall meet and interact with the membership during a conference.

Policies and procedures regarding the organization and functioning of conferences are found in the conference Manual.

800 COMMITTEES, TASK FORCES AND INTEREST GROUPS

800.1 Procedures

- 800.1.1 There shall be standing committees, ad hoc committees, task forces, and interest groups appointed to fulfill the function of the Association.
- 800.1.2 The Executive Committee shall have the power to add, delete, or change committee structure and activities. Standing and ad hoc committees, task forces and interest groups may be appointed by the President at any time with the Executive Committee's knowledge and approval.
- 800.1.3 Each standing and ad hoc committee, task force, and interest group must have a stated purpose. The annual goals and objectives shall be consistent with the purposes of the Association and with its long-range plans.
- 800.1.4 Chairs who are appointed by the President will serve in this capacity for a **three/five-year term**.
- 800.1.5 Chairs may be replaced by action of the President.
- 800.1.6 Each Chair shall be expected to submit a written report by the end of each year. The report should include major activities, professional contributions, and goal accomplishments.

800.2 Committees (see Appendix)

800.3 Task Forces (see Appendix)

800.4 Interest Groups (see Appendix)

900 GENERAL ASSEMBLY

900.1 Annual Meeting/Agenda

The General Assembly shall convene during the Conference. It is an open meeting, but voting is restricted to fully paid-up members. The agenda for the meeting shall be published in World Go Round before the General Assembly and distributed prior to the meeting.

900.2 Executive Committee Reports

During the General Assembly the President shall deliver an annual report, the Treasurer shall present a financial report, and the Conference Coordinator shall provide a conference report. In the event there is no conference, reports by the President and Treasurer will be printed in the September WGR.

900.3 Voting

A majority of voting members at the General Assembly shall serve to pass a motion. An opportunity for an open discussion of all motions shall be provided before voting on them. A ballot must be implemented if requested by three members of the Executive Committee or by one-fourth of the voting members present.

900.4 Affiliate Organization Reports

A representative from each affiliate organization may be invited to address the General Assembly and report on professional developments and on the current status of school psychology in his/her country.

1000 PUBLICATIONS/WEBSITE

1000.1 World Go Round is the official newsletter of the Association.

The purpose of World Go Round is to provide information to members regarding ISPA activities, conference details and membership news as well as committee activities, and to report on practice and research in the field of school psychology throughout the world.

The newsletter shall be sent to each paid up member no less than four times a year.

Deadlines for submitting material for publication shall be published in each issue for the following issue.

The editor of World Go Round is appointed by the President.

1000.2 School Psychology International has been adopted as the official journal of ISPA.

1000.3 Website (www.ispaweb.org)

The purpose of the ISPA website is to maintain and increase ISPA's visibility around the world. It is a reference point for school psychologists, disseminating information about developments in research and practice in school psychology around the world among members and others interested in this area. It also provides up to date information about current and future conferences and publish proceedings of previous conferences. It will maintain online facilities to enable new members to join ISPA, to allow existing members to renew their membership. A separate "Members only" section will allow members access to privileged information and for them to vote online in elections and on other ISPA matters.

The President appoints the Content Web manager or in the absence of such a position the Past-President will fulfill this role, who will provide a twice yearly report to the Executive Committee, to coincide with the mid-year meeting and the annual conferences. The latter should include a budget proposal for the maintenance and development of the site in liaison with the Home-Page Technical Manager, who is contracted by the Executive Committee for a predetermined period of time.

1100 AWARD

The ISPA Distinguished Service Award is made in recognition of outstanding services to the Association over an extended period of time. Persons eligible for this award are fully paid members and exhibit one or more of the following characteristics:

- work within ISPA committees and through their work have made important contributions to the work of the committee or to other aspects of the ISPA administration;
- work associated with the annual conferences (e.g., promoting its organization, reputation, or effectiveness);
- published articles on international school psychology and ISPA in World Go Round, School Psychology International, or other widely circulated publications.

1200 HONORARY LIFE MEMBERSHIP

An Honorary LIFE Membership grants free membership for life. The Executive Committee can under certain circumstances make an ad hoc decision to honor long-serving members who have made a significant contribution to the association.

APPENDIX I

800 COMMITTEES, TASK FORCES AND INTEREST GROUPS

800.2 Standing Committees

800.2.1 Constitution and Bylaws Committee

Purpose: To monitor compliance and revise the Association's Constitution and Bylaws. Its work is performed as needed. The committee is responsible for the procedures included in Article X of the Constitution.

Structure: The Immediate Past President will act as Chair and will select committee members with whom to work to determine proper language and format when changes to the Constitution or Bylaws are proposed.

800.2.2 Nominations and Elections Committee

Purpose: To establish and implement procedures for nominating and electing ISPA officers and to inform the membership of the election results.

Structure: The Immediate Past President will act as Chair and will select committee members as needed. Nominations are solicited in August-September, elections are held in January-February of each year.

800.2.3 Membership Committee

Purpose: To increase membership; to conduct an annual membership drive for the Association, and to conduct periodic reviews of membership policy and procedures.

Structure: The President shall act as the Chair. The make-up of the committee is at the discretion of the Chair.

800.2.4 Ethics Committee

Purpose: To provide an educative role to members about ethics issues in school psychology; to encourage and/or assist national associations of school psychology in the development of their own ethics codes; to propose a process for the revision of the existing ethics code; to review the existing ethics code to determine whether it needs to be revised; and to receive complaints of possible ethical violations, to provide assistance to those who have raised the complaints as to ways to resolve the violation and educate the violator, and to report to the Executive Committee as to the raised complaints and the committee's recommendations for resolving them. The Committee shall revise the Code of Ethics every 5 to 7 years to determine if any revisions need to be made.

Structure: The Chair is appointed by the President. Additional members may be appointed by the Chair. Because the Ethics Committee will address ethical concerns for school psychologists worldwide and given the diversity among nations, attempts will be made to have broad representation from member nations. The Ethics Committee is a standing committee.

800.2.5. The Child Well-Being and Advocacy Committee

Purpose:

- (a) Promote the child's best interests in all themes, projects, and actions of ISPA
- (b) Develop, foster the development of, and cooperate in, initiatives to fulfill the rights, needs, and potentials of children as appropriate to ISPA's Mission.
- (c) Promote a good quality of education for all children in all parts of the world.
- (d) Promote a good quality and quantity of special services in education for all children, including school psychological services,
- (e) Develop, manage and sustain liaison and cooperative relationships with international and regional agencies, NGOs, organizations and institutions (e.g., UNESCO, UNICEF, UN Committee on the Rights of the Child, NGO Group for the Convention on the Rights of the Child, WHO, Education International, NEPES) and projects (e.g., Education for All, Child Rights Education for Professionals [CRED-PRO]).
- (f) Facilitate child rights education, policies and practices for school psychology professionals.
- (g) Provide opportunities for and support ISPA affiliates and members in projects and programs serving the rights, well-being and development of children through school psychology.
- (h) Provide programs for ISPA Conference.
- (i) Provide an annual 'Status, Prospects, and Recommendations' report to the ISPA Executive Committee and membership regarding high priority challenges and opportunities of relevance for school psychology in promoting the rights, well-being, development and health of children.
- (j) Take full advantage of bringing the activities of the former Child Rights, UN Liaison, and Child Development and Services Committees under one umbrella to promote synergy and cooperation, e.g. combine expertise, shared purposes, and access to different external organizations to facilitate the implementation of policies/programs aimed at strengthening and applying the diverse roles and contributions of school psychology and school psychologists internationally to serve the well-being of children, their families, schools, communities and nations.

Structure:

- (a) The Standing Committee will contain 3 originally ad-hoc committees: The Child Rights Committee, the United Nations Liaison Committee, and the Child Development and Services Committee.
- (b) The Chair of the UN Liaison Committee will be Chair of the Standing Committee and the Chairs of the Child Rights and Child Development and Services Committee will be Co-Chairs of the Standing Committee.
- (c) The Chair and Co-Chairs of the Standing Committee will establish a high level of coordination and cooperation, will represent each other at meetings and in deliberations in which one or more chairs are missing, will meet at the ISPA Conference each year as possible and at least once a year in Geneva in association with UN, education or child rights related programs, will hold at least two virtual

meetings during each year, and will be responsible for reporting to the ISPA EC and membership.

- (d) Standing Committee will develop a shared cadre of members of the three original ad-hoc committees representing diverse geo-socio-political regions and who will work within and across the committees.
- (e) The Standing Committee will assure coordinated ISPA representation and participation at critical international and national meetings, programs and forums (e.g., UNESCO, NGO Group for the CRC, ECOSOC consultations in NY and Geneva).

800.2.6. **Communications and Publications Committee**

Purpose: To expand the communication network within ISPA by promoting an active relationship among ISPA national affiliates, general membership, and the Executive Committee. The task force also is concerned with the worldwide dissemination of information about school psychology.

Structure: The members of the Committee are appointed by the Executive Committee with different members of the Executive Committee assigned to liaise with the persons performing the different functions. Members of the Committee are responsible for communications and publications as listed under point 1000 and those appointed by the Executive Committee to perform ad hoc tasks:

- WGR Newsletter Editor
- Website Technical Manager and Home-page Content Editor
- SPI Journal Editor

800.3 Task Forces

800.3.1 ISPA Accreditation and Program Approval Task Force

Purpose:

Structure:

800.3.2 ISPA Training Center

Purpose: The Training Center organizes courses for different fields and expertise of the work of psychologists for schools in Europe. The courses can be sponsored by different agencies as e.g. the EU. And they can be held for school psychologists who pay for the expenditure themselves.

The main aim of all the courses, workshops and trainings will be not so much to make profit or surplus but to enhance best practices in psychological work in schools for the well-being of students and teachers.

Structure: he courses are organized by the General Director of the ETC and financially supervised by the Financial Director. The directors will be appointed by the ISPA EC according to suggestions of the European Interest Group..

Its **Advisory Board** will consist of the presidents of ISPA Nora Katona, Helen Bakker, Prof. Bill Pfohl (in his function as presenter in the courses so far, too), for university training in Europe Prof. Peter Farrell, and two more presenters from Israel Dr. Yehuda Shacham, Dr. Shulamit Niv.

This board will be informed about plans of the ETC, will make suggestions for further action, and appoint the General Director and Financial Director of the ITC. Advisors from different European countries and states (at the moment 14) of the European Interest Group of ISPA) will assist in developing the program of the ETC.

ISPA European Interest Group and European affiliate organizations will be informed and asked for advice and comment, too. Cooperation with EFPA's NEPES will be promoted.

Any Surplus of the ETC will go to the European **Fund**. Its purpose is to support professional collaboration among European School psychologists in different fields but especially in prevention of crises and crises management. In consultation with the ISPA Executive Committee, the Chair of the European Committee or/and the General and Financial Director of the European Training Center will determine how the resources of the Fund shall be spent.

Reimbursements will be paid only after the Financial Director of the ISPA Training Center has approved them. Reports about the activities of the ETC and The European Fund will be published in timely articles in the ISPA newsletter World*Go*Round.

Range of Courses: At present the broadening of the scale of workshops, trainings and seminars will start with advanced trainings in crisis management and violence prevention in schools following the introductory courses, which will go on to be organized twice a year, one in connection with the ISPA conference when it is in Europe. Another one should be a course for training the trainers. These participants would train crisis management in their countries for colleagues and school staff.

Among these courses could be some for faith based people to support trained school psychologists and other courses for school security personnel and school administrators.

800.3.3 Calvin D. Catterall Financial Aid Fund

Purpose: To provide information about financial aid available through the International School Psychology Association for attendance at its yearly conferences and to process all applications received.

Structure: The Chair is appointed by the President. The committee receives from and forwards the necessary application materials to interested applicants, maintains files on each applicant, reviews completed applications and required documentation in early April of the conference year, and throughout the process, maintains contact with the applicant. When selected to receive financial aid, applicants are notified and are required to sign a contract accepting the award and stipulating their responsibilities. Throughout the process, communication is maintained with the Executive Secretary of ISPA, as well as with the Conference Organizer of the upcoming conference, and a list is sent to each when all financial details are finalized and signed contracts are received. The criteria of choosing the persons awarded is based on need, contributions or potential to the profession, service and strategic direction for ISPA. In some cases it will strategically involve specific groups such as a particular country (e.g. next Conference or students assisting). This becomes a recruitment and advocacy tool for ISPA. Deadline is typically by 1 April, but may be adjusted to the needs of the Conference timing.

800.3.4 Professional Development and Practices Task Force

Purpose: To develop and initiate data collection strategies from time to

time that provide information as to the current status and future direction of school psychology internationally, to propose Association-wide policies that promote the professional preparation of school psychologists internationally, to propose and implement policies leading to the accreditation of school psychology preparation programs, and to attempt to locate financial support for the above-mentioned activities, and to propose and implement policies to enhance continuing education opportunities for school psychologists, including the granting of continuing education certificate at each conference.

Structure: The Chair is appointed by the President. The Chair will invite ISPA members to participate so as to ensure broad representation of the membership.

800.3.5 Research Task Force

Purpose: To identify and initiate cross-cultural research projects and actively involve ISPA members in their implementation and interpretation; to facilitate communication, exchange of research ideas, and encourage collaboration among ISPA members, to publish important school psychology research in World Go Round and School Psychology International.

Structure: The Chair is appointed by the President. The Chair will encourage ISPA members to participate in cross-cultural research related to the Association's aims and to report on outcomes at the annual conferences and through World Go Round and School Psychology International.

800.4 Interest Groups

800.4.1 International Crisis Response Network

Purpose: To organize an international crisis response network enabling school psychologists to obtain information and materials as they respond to violent and traumatic situations. To serve as a means of supporting colleagues who might need to discuss or share their experiences about working in such situations. To establish regional resource groups to communicate by phone or even to go to a specific location if this is feasible. To provide a forum as well as a means where children could share their experiences of having been in such situations with other adults and youngsters.

Structure: The Chair is appointed by the President. The Chair will invite members to serve on the interest group.

800.4.2 International Exchange

Purpose: To foster better communication among school psychologists worldwide regarding professional issues be it by mail or visitation, and to encourage professional growth through exchange of information or on-site experiences.

Structure: The Chair is appointed by the President. The Interest Group supports in-person exchanges and maintains a network of national liaison representatives.

800.4.3 European Interest Group

Purpose: To promote school psychology and education in Europe and

improve the well being of children through the preparation of school psychologists to work in multidisciplinary teams. To promote ISPA in Europe as a professional association and increase ISPA membership in the concerned countries. To obtain financial support from European agencies to help school psychologists from European countries with low National Gross Products to attend contact seminars organized by ISPA within its annual conferences.

Structure: The Chair is appointed by the President of ISPA. Membership of this committee is for countries located within Europe or those involved in European programs (i.e.: Comenius, Socrates, Leonardo. NEPES).

800.4.4 Consultee-Centered-Consultation

Purpose:

Structure:

800.4.5 Students' Interest group

Purpose:

Structure:

800.4.6 Trainers' Interest group

Purpose:

Structure:

800.4.7 Retirees' Interest group

Purpose:

Structure:

APPENDIX II

ISPA CONSTITUTION

Article I: Name

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

Article II: Principal office

The principal office of the Association is stated in the Bylaws.

Article III: Duration

The Association shall exist in perpetuity.

Article IV: Purposes of the Association

- 1a To promote the use of sound psychological principles within the context of education internationally.
- 1b To promote communication among professionals who are committed to the improvement of the mental health of children in the world's schools.
- 1c To encourage the training and employment of school psychologists in countries where there are none or too few.
- 1d. To promote the psychological rights of all children throughout the world.
- 1e To initiate and promote cooperation with other organizations working for purposes similar to those of ISPA in order to help children.

- 2 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 Immediate 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

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 1st. 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 1st 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 Immediate 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 Immediate 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 shall be a member of the Association. 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.

Article XII: Principal 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. The Current address of the Association is: ISPA Central Office, National-Louis University, 122 South Michigan Avenue, Chicago, IL 60603-6119, USA.

APPENDIX III:

PROCEDURES AND FEES FOR AFFILIATES AND MISSION PARTNERS

The International School Psychology Association (ISPA) was founded in 1982 in Stockholm as a continuation of the International School Psychology Committee founded by the late Dr. Calvin D. Catterall (1925-1984).

The purposes of the Association are:

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

In addition to individual members, ISPA also has 26 national affiliate organizations and we have revised our constitution in 2002 to allow regional, state, or provincial school psychology associations to become affiliate members. We also invite organizations whose members are professionals working in schools and/or education but who do not meet the criteria for affiliate membership to join ISPA as a Mission Partner. ISPA's members are mostly individuals, affiliates, but several professional organizations are now supporting I.S.P.A. We have affiliate organizations in the following countries: Australia, Brazil, Canada, Denmark, Georgia, Germany, Finland, France (2), Greece (2), Iceland, Israel, Latvia, Netherlands, Norway, China, Slovak and Czech Republics, Sweden, Switzerland, Turkey, United Kingdom (2), USA (2), and Venezuela. ISPA as an organization is now also recognized by UNESCO as a non-governmental organization with which UNESCO has official relations.

Becoming an *Affiliate* of ISPA allows a national or regional organization opportunities to develop among its members an international perspective by encouraging a better understanding of psychological issues through cross cultural contacts offered by ISPA activities such as conferences, traveling seminars, newsletters and our standards documents. Affiliation with ISPA gives associations access to international information and the right to participate in our decision making process (one vote at the General Assembly). Becoming a *Mission Partner* also allows for a fruitful exchange of information and networking opportunities. Mission Partners do not participate in the governance of ISPA but may send representatives to the General Assembly and are invited to contribute to discussions in that forum.

Who can become an Affiliate?

1. Associations and professional groups whose members are (at least 30% of them) psychologists who meet the requirements to become individual members of ISPA. This is defined in the ISPA Constitution, art. II, 1.a.: *Members are persons fully trained to function as school psychologists in their own countries at institutions recognized by their national authority.*
2. Associations whose goals are congruent with those of ISPA.

Who can become a Mission Partner?

1. Organizations whose members are professionals working in schools and/or education and do not meet the criteria for affiliate membership.
2. There must be a reasonable overlap between their mission statements, goals and ethical principles and those of ISPA.

Termination of Membership: After two years of nonpayment of affiliate dues, membership of Affiliates

and Mission Partners will be terminated.

For more information about ISPA and its activities, please visit our website at: www.ispaweb.org

INTERNATIONAL SCHOOL PSYCHOLOGY ASSOCIATION

Application for (please identify category):

Affiliate Associations **Mission Partners**

(If completed by hand, please fill out in capital letters)

Name of Association: _____

Country: _____

State/Province: _____

Name and mailing address of the Association:

Email address: _____

Website address: _____

Name and mailing address of President or Chairperson:

Email address: _____

Number of Members: _____

Are the members school psychologists only? _____

If not, what percentage of members are school psychologists? _____

What other professions are represented in your association?

Goals of the Association as described in the Constitution and Bylaws (Please attach the constitution. If the document is not in English, please list here in English the Association goals):

Does your association publish a journal and/or a newsletter?

Title of Newsletter: _____

Title of Journal: _____

Name and mailing address of newsletter editor:

Email address: _____

Name and mailing address of journal editor:

Email address: _____

The President/Chairperson of (name of the Association)

requests status as an affiliate/mission partner with the International School Psychology Association. The Executive Board of (name of the Association) appoints Mr./Ms./Dr. _____ as its representative to ISPA and as the contact person between the Association and ISPA.

**Please return this application to: ispacentraloffice@ispaweb.org.
If returning via mail, send application to: Robert D. Clark, PhD, ISPA Central Office, The Chicago School of Professional Psychology, 325 N. Wells Street, Chicago, IL 60654 - USA.**



If your application is approved by the Executive Committee of ISPA, you will receive notification and you will be asked to pay the membership fee. The minimum fee for affiliation is \$150. Larger contributions from national, state, or provincial associations are most welcome. Upon request, the annual fee may be reduced with the consent of the Executive Committee.

