

Arizona Association of School Psychologists

Procedures Manual



Revision Approved by the AASP Executive Board September 8, 2023

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AASP Procedures Manual

Section I: Guiding Principles

Bylaws Article XII – Procedures Manual

The Association will develop a procedures manual, which will contain specific policies and procedures adopted by the Executive Board to conduct the normal affairs of the Association. It is the responsibility of the President to keep the manual current. The Executive Board will be responsible for ensuring that the adopted procedures are followed.

Nothing in these procedures is intended to be in conflict with the bylaws of the National Association of School Psychologists (NASP). Should a conflict arise, the bylaws and/or procedures of NASP shall take precedence.

Our Vision and Mission

VISION: The Vision of the Arizona Association of School Psychologists is for all children and youth to thrive in schools and communities, by promoting equity and excellence in educational and mental health practices.

MISSION: The Mission of the Arizona Association of School Psychologists is to engage school psychologists with high-quality professional development, promote visionary leadership, and advocate for ethically, culturally competent, and socially just practices empowering school psychologists in the vital role of supporting the well-being of Arizona’s children and youth.

AASP follows the current NASP Purpose, Vision, and Core Values statements:
<https://www.nasponline.org/utility/about-nasp/vision-core-purpose-core-values-and-strategicgoals>

Association Volunteer Responsibilities

The success of the Arizona Association of School Psychologists in pursuing its mission and in achieving its goals is dependent on the collective and collaborative efforts of its members and its elected and volunteer leaders. In fulfilling their responsibilities, volunteer leaders of the association:

- demonstrate good judgment, integrity, support for the goals of the association, commitment to fulfillment of their responsibilities, and fiscal accountability.
- demonstrate respect for, diversity, equity, inclusivity, and social justice.
- maintain a positive attitude in their work and respect for one another.
- contribute to the health of the association by working collaboratively with others, promoting the morale of the group, remaining open to new ideas, encouraging conflict resolution, and respecting the decisions of the group.
- respect and work professionally with the association’s management.
- contribute time and energy to the work of the association without the expectation of personal or financial gain or enhancement.
- actively promote opportunities for leadership development and for mentoring future leaders.
- remain mindful that volunteers represent the interests of the association and its membership; and
- represent school psychology with the highest level of professionalism.

Association officers, regional directors, appointed committee chairpersons, and student representatives are responsible for adhering to the association Bylaws and to the procedures contained in the *Procedures Manual* when conducting affairs of the association. All board members are expected to read, electronically sign, and agree to the AASP ethics and responsibilities statement annually.

Section II: Organizational Structure of the Association

Elected Leaders of the Association

Elected officers of the association include the following: Presidents, Secretary, and Treasurer. In addition, eight regional directors are elected. Each region of the state (North, West, South, and Central) elects two regional directors, with one being elected each year. All leaders, except the president, are elected for two-year terms. The president serves a total of three years—one as President-Elect, one as President, and one as Past-President.

AASP Representation

Requests for a written endorsement of a policy, regulation, or entity are submitted to the President. The President will compose or revise the written endorsement and share it with the Executive Board for approval. Letters of support from AASP shall be sent on behalf of the Executive Board, not the general membership. No other elected official, board member, or AASP member shall endorse any policy, regulation, or entity on behalf of the Executive Board or the general membership.

Duties of officers and regional directors are delineated below:

President

- Serves as major spokesperson for the association.
- Chairs the Executive Board and its Executive Leadership Committee.
- Oversees the activities of the association.
- Appoints committee and task force chairs/co-chairs.
- Serves as chairperson of the annual conference committee.
- Maintain appropriate documentation on website and in google folders, calendar, and spreadsheets.
- Reviews and ensures that the Procedures Manual is current.

President-Elect

- Chairs the Executive Board and its Executive Leadership Committee when the president is absent.
- Works closely with committee chairpersons.
- Assists the President as needed.
- Plans for the upcoming annual conference.
- Review mini-grant proposals, as needed, to appropriate funds according to procedures.
- Assist Past-President with recruitment, leadership development, and mentoring of prospective board members, committee members, and task force members.
- Maintain appropriate documentation in google folders, calendar, and spreadsheets.

Past President

- Serves as parliamentarian of the association.
- Recommended to Co-chair Public Policy Advocacy Committee, if feasible.
- Provides orientation for newly elected board members and committee chairs/co-chairs.
- Assist with recruitment, leadership development, and mentoring prospective board members, committee members, and task force members.
- Works with committees to assure completion of projects from the previous year.

- Oversees the nominations/elections process.
- Oversees the annual awards process.
- Maintain appropriate documentation in google folders, calendar, and spreadsheets.

Secretary

- Accurately records all association proceedings, including writing minutes of all Executive Board and Executive Leadership Committee meetings and the Annual Meeting of the association.
- Ensures that policies and procedures of the association are implemented.
- Reviews initiatives from meeting to meeting to determine when they are completed.
- Issues calls for and notices of all meetings.
- Maintains book of association policies and the *Procedures Manual* of the association.
- Maintain appropriate documentation on website and in google folders, calendar, and spreadsheets.

Treasurer

- Advises the Executive Board regarding development of the association budget.
- Manages the monies of the association.
- Makes disbursements.
- Oversees the investments and manages association reserves.
- Makes an annual financial report to the association.
- Assures that tax returns are filed, and that the association is registered annually with the Arizona Corporation Commission.
- Maintain appropriate documentation in google folders, calendar, and spreadsheets.

Regional Directors

- Serve as members of the Executive Board and attend quarterly board meetings.
- Participate in association policy making.
- Be familiar with their state and federal legislative districts, and engage in advocacy efforts as needed (i.e., letter writing, meetings, communications with AASP members).
- Maintain contact with association members in the region, sharing information with members and receiving information from them.
- Read AASP account emails at least weekly and respond to time sensitive messages.
- Assist with the annual conference (auction, raffle, exhibit table, presenters, volunteers, etc.).
- Host a regional in person or virtual workshop or training at least once every academic year.
- Host a social gathering at least once every academic year, if cost-effective and feasible.
- Engage in at least one outreach activity per year aligned to an AASP strategic goal in conjunction with an AASP committee (e.g., advocacy task, presentation, workshop, white paper, membership promotion, etc.).
- Recruit new members within the region.
- Encourage nominations for AASP awards and elected board positions.
- Contribute regional news and articles for at least one *Intervention* newsletter per year.
- Participate on the Annual Awards Committee by reading nominations and selecting recipients.
- Review mini-grant proposals, as needed, to appropriate funds according to procedures.

- Maintain appropriate documentation in google folders, calendar, and spreadsheets.
- Regional directors shall provide updates in the quarterly meeting agenda through google files at least 5 days prior to each quarterly Executive Planning Meeting. The AASP Secretary will send reminders in advance of meetings.

NASP Delegate (NASP elected position)

- Serves as an *ex officio* member of the Executive Board and the Executive Leadership Committee.
- Ensures that communication between NASP and AASP takes place by reporting on NASP actions at AASP Executive Board meetings and representing the state association's interests at the national level.
- Assures that the state association adopts and/or amends NASP policies as appropriate for the state.

NASP Government and Professional Relations State Liaison (GPR SL)

- Communicates between NASP and AASP to encourage member participation on legislative issues affecting students, their families, and the profession of school psychology.
- Identifies national and state legislative issues to be reviewed by the Child and Family Advocacy Committee and the Public Policy Advocacy Committee.
- Responds to state and federal legislative tracking provided by NASP and communicates updates to legislative liaison.
- Participates in Assistance to States (ATS) regional calls and attends RLM and ATS meetings at NASP when funds are available.
- Responds to requests for information from NASP or GPR Coordinators regarding action of members within the state.
- Promotes member participation in the NASP Advocacy Action Center
- (<http://cqrcengage.com/naspweb>)
- Supports strategic goals and initiatives designated by the Child and Family Advocacy Committee and the PPAC Committee.

Student Representatives

- Each Arizona school psychology training program site may elect or appoint a student representative.
- Student representatives are expected to attend and participate in AASP quarterly executive board meetings. They do not have Board voting privileges but are encouraged to provide graduate students' perspectives on relevant topics.
- Student representatives may be asked to contribute with tasks related to the annual conference, workshops, events, advocacy, newsletter articles, committees, or task forces.

Participation Requirement: As described in the association bylaws, elected board members are required to actively participate in Executive Board meetings and tasks aligned to position responsibilities. Missing more than two meetings per year or three meetings in an 18-month period may result in removal from the Board (see Bylaws Article IV.2.e.).

Standing Committees

The standing committees of the association are listed below. Descriptions of committee responsibilities and procedures are provided in a later section of this manual. However, all committee chairpersons maintain the responsibility of communicating with the Past President and Secretary regarding agenda items and updates at least 5 days prior to each quarterly Executive Planning Meeting in preparation for each Board meeting. Other committees and task forces may be established, as needed, by the President and/or the Executive Board.

Executive Leadership Committee: Oversees the committees, develops agendas for Executive Board and annual membership meetings, oversees the nominations and elections process, negotiates contracts with association management, and maintains a positive relationship with NASP.

- President, Past President, President-Elect, Secretary, Treasurer, NASP Delegate (ex officio)

Child and Family Advocacy Committee: Promotes professional practices and policies that support children and families. Assists with grassroots advocacy efforts for AASP members-at-large.

- NASP Delegate
- Coalition Outreach Coordinator
- Mini-grants Coordinator

Public Policy Advocacy Committee: Oversees grassroots advocacy, such as efforts focused primarily on organizational leaders, spokespeople, lobbyists, or others or are speaking out on behalf of a particular cause. Collaborates with the Public Policy Liaison, if contracted, to coordinate public policy efforts (e.g., Arizona legislation, executive branch, state board of education, coalitions). The Past-President and a designee co-chair and coordinate with the Public Policy Liaison.

- Executive Leadership designee(s) (President, President-Elect, Past President, Secretary)
- Government and Professional Relations (GPR)
- ADE Liaison
- Professional Standards Chair
- Child and Family Advocacy Co-Chairs
- Public Policy Liaison, if contracted

Professional Development/Advancement Committee: Plans and supports annual conferences and supports other regional or co-sponsored workshops and trainings. Manages CPDs. Plans for the program of the annual conference and announcements for other trainings sponsored by the association.

- CPD Chair/Co-Chairs
- Research Chair
- Other subcommittees, as needed

Professional Standards Committee: Disseminates and promotes standards and policies of the association such as credentialing, ethics, membership, and school psychological services and training. Encourages and supports membership in the association and reviews credentials of applicants for membership.

- Membership Chair
- National School Psychologist Week (NSPW) Chair
- APA Liaison

Communications Committee: Develops and disseminates informational resources to support the work of school psychologists.

- Newsletter Editor
- Webmaster
- Social Media Coordinator

Committee Chairpersons

Each standing and ad hoc committee or task force of the association has a chairperson and/or co-chairpersons appointed by the association President and approved by the Executive Board. Chairpersons and co-chairpersons may be elected members of the Executive Board, or they may be general members of the association. All chairpersons must be members in good standing of the association.

Chairpersons of all committees are encouraged to attend all meetings of the Executive Board; they may vote only if they are otherwise elected to serve as a member of the Board.

Specific duties of committee chairpersons are outlined in the section of the *Procedures Manual* dealing with committees.

Task Forces

The President may appoint a special task force for the purpose of accomplishing a specific, short-term objective or task. A task force may include Executive Board members, members at large, or other individual with expertise and interest in addressing a specific issue or problem. A timeline and anticipated outcome must be determined. The task force is expected to submit a report or product at the completion of the timeline. The recommendations from the task force may or may not be adopted by the Executive Board but are intended to inform the board to consider future action.

Association Management

The work of the association is supported by a fee-for-service association manager or management. A copy of the current contract for association management services is available in the AASP Leadership Google Drive.com folder or from the management. It must be reviewed and renewed at least biannually. Association management has the following responsibilities:

- Receive membership applications, renewal applications, and payments.
- Work with the membership chairperson to process applications.
- Maintain an accurate membership database.
- Maintain an association telephone number, email address, and business address.
- Respond to phone calls, emails, and correspondence in a timely manner.
- Work with the treasurer to develop the annual budget.
- Receive payments for advertising, conference sponsors/exhibitors, membership dues, conference registrations, etc.

- Make bank deposits monthly.
- Manage registration for the annual conference.
- Provide registration lists.
- Invoice purchase orders.
- Negotiate conference venue contracts, if requested by the President/President-Elect.
- Issue conference speaker contracts as negotiated by the President/President-Elect.
- Maintain exhibitor list and issue exhibitor contracts in conjunction with the annual conference committee.
- Send confirmation to conference registrants.
- Produce conference attendee name badges.
- Provide 1099 forms to speakers, as required.
- Work with the treasurer to facilitate tax filing.
- Provide and maintain an association website in conjunction with the association webmaster.
- Support virtual workshop delivery.

Public Policy Advocacy Liaison

The purpose of the Arizona Association of School Psychologists (AASP) Public Policy Liaison is to facilitate AASP's state legislative and public policy agenda as determined through the AASP Executive Board, Public Policy Advocacy Committee, and Child and Family Advocacy Committee Strategic Plans. The Public Policy Liaison will advocate for AASP priorities with elected officials and their staff, as well as any other relevant agencies and their staff. The Liaison has an agreement with the AASP Board for one year to be renegotiated annually. Based on quantitative and qualitative data collected, the AASP Executive Board will determine whether to continue the agreement with the Liaison for subsequent years.

The Arizona Association of School Psychologists' (AASP) Public Policy Liaison will be responsible for representing the AASP's defined interests as authorized by the AASP President in consultation with the other members of the Executive Leadership Committee (i.e., Past President, President-Elect, Secretary, Treasurer, and NASP delegate). The Public Policy Advocacy Committee (includes AASP President, Past President, CFA Chair/Co-Chairs, President-Elect, and other designees) will meet regularly with the Public Policy Liaison to receive updates and propose actions to advance on behalf of AASP. The AASP Executive Leadership Committee will provide updates and topics for discussion to the AASP Executive Board that includes the Regional Directors and Committee Chairs at quarterly meetings and through on-going communications. The Public Policy Liaison will report to the AASP President or designee(s) regularly during the state legislative session, and report at least quarterly when the legislature is not in session. The President and/or Executive Leadership Committee can invite additional/designated board members to be directly involved in discussions and to write/edit information and position statements with the Public Policy Liaison as determined necessary in advocacy efforts.

AASP's Public Policy Agenda includes, but is not limited to, addressing the following:

- Critical shortages of school psychologists
- School safety
- School psychologists as qualified mental and behavioral health providers
- Social justice concerns/initiatives
- School psychologists' expertise in best practices in assessment
- The advancement of leadership skills and qualities of school psychologists consistent with the NASP Practice Model
- Investment in public education

Scope of Services for Public Policy Liaison

The Scope of Services for the AASP Public Policy Liaison is to facilitate AASP's state legislative agenda listed above. The AASP Public Policy Liaison will be responsible for representing AASP defined interests as authorized by the AASP Executive Leadership Committee. Communication with AASP Board members, committee chairs, and/or the AASP members at large will occur as needed. These communications will include e-blasts, information on the website, articles in *Intervention*, and other appropriate means of communication. In accordance with the AASP Procedures Manual, the Executive Leadership Committee and other Committees must adhere to a 72-hour response to such communications time maximum so that action can be taken in a timely manner.

Strategy:

1. Assist the AASP Board, Public Policy Advocacy Committee, and Child and Family Advocacy Committee in the development and implementation of AASP's public policy agenda.
2. Propose an annual strategic advocacy plan designed to achieve public policy goals.
3. Develop a plan for off-session activities and coordinate with AASP Executive Leadership Committee, as well as others as designated by the President.

Advocacy:

1. Support the organization with a strong presence in the Capitol as the "eyes and ears" of AASP and serving as a day-to-day contact for legislators and other public policy liaisons on behalf of AASP.
2. Work to achieve goals on legislation, issues, or rules by lobbying members of the Legislature, legislative staff and state government officials.
3. Track and attend committee and rulemaking hearings to coordinate and assist in the preparation of testimony, submissions and in-person testimony.

Relationship Building:

1. Assist in the development of relationships with key legislators, regulatory agencies, state agencies, local governments, and community organizations consistent with the strategic plan and priorities established with AASP.
2. Develop strong connections with other agencies and state membership organizations to support mutual goals as identified.

Reporting:

1. Communicate directly to the AASP President or designee (e.g., Public Policy Advocacy Committee Co-chairs) through the following:
 - a. Report on state legislation and legislative proposals that may have an impact on school psychologists in Arizona.
 - b. Regularly provide a brief written status report during the Legislative Session and at least quarterly when the Legislature is not in session.
 - c. Alert AASP about opportunities that may require mobilizing AASP members to take specific action in a timely manner.
 - d. Submit a written report and in-person presentation at the end of the Legislative Session for the AASP Board.
 - e. Advise on appropriate state lobby registration, compliance, and reporting.

Section III: Association Meetings

Executive Board Meetings

Annual Meeting of the Association

The association shall hold an annual meeting. This is typically held at the annual conference. The purposes of this meeting are (1) to allow association leaders to share information with members, (2) to hear member concerns/issues, and (3) to act on any association business, such as bylaw changes, which may require a vote of the association's members.

For purposes of voting on association matters, motions will be ratified by a majority of members voting at the meeting.

Motions may be presented to the membership by email, as directed by the Executive Board. The motion passes if approved by a majority of votes cast.

Executive Session of the Executive Board

The President may call an Executive Session of the Executive Board meeting, as needed. No announcements must be posted. Only elected board members and those specifically invited by the President may attend the executive session.

Meetings held in Executive Session do not need to adhere to Parliamentary Procedure. Minutes may be recorded during the executive session but are not to be made available to the membership.

Executive Leadership Committee

Functions of the Executive Leadership Committee are described in the committee section of this manual. Meetings do not need to adhere to parliamentary procedure. Minutes of the Executive Leadership Committee meetings are recorded but not made available to the membership.

Section IV: Association Finances

Budget Development

The fiscal year for the association runs from July 1 to June 30.

The Treasurer is responsible for developing the budget and presenting it to the Executive Board for approval. Budget preparation begins in the spring with submission of budget requests by committee chairpersons, regional directors, and elected officers. Each person with budget responsibility will review expenditures and income sources from the current fiscal year, decide what lines should continue to be funded or reduced/eliminated, and propose funding for additional priorities for the coming fiscal year.

The AASP Treasurer will compile a proposed budget. A draft of the proposed budget will be presented to the Executive Leadership Committee for review and modification and then to the Executive Board at the June board meeting. After discussion and revision, the budget is approved at that meeting. If a new budget is not approved by the start of the fiscal year, the budget for the prior year continues in effect until such time as the new budget is approved by the Executive Board.

Association management will submit a monthly invoice that provides a detailed listing of services to be charged to specific budget lines. The Treasurer will work with association management to develop a template for such reporting.

Budget managers (committee chairpersons, regional directors, and elected officers) are responsible for monitoring the relevant portion of the budget throughout the fiscal year. Budget managers are expected to stay within their approved budget. Should a need for additional funds arise, budget modifications must be approved by the Executive Board *prior to* incurring expenses beyond those previously approved. The Treasurer has ultimate authority for monitoring the budget.

Financial Reports

The AASP fiscal management may be managed by the Treasurer directly or by association management. If managed by association management, the financial manager will prepare a monthly financial report including (1) account transaction details and (2) a report of actual income and expenditures (Profit and Loss Statement) for the past month and year-to-date, along with a comparison to the annual budget. This report will be distributed to the President, President-Elect, and Treasurer.

At each quarterly meeting of the Executive Board, the Treasurer will present a financial report. The board members will review the report. A motion to accept the financial report will be made and a vote taken to accept or decline the current financial report.

All budget managers will receive a copy of the quarterly financial report and are responsible for reviewing the portions relevant to their area of responsibility. Monthly information will be provided by the Treasurer when requested.

Reimbursement Procedure

All disbursements on behalf of the association shall be made from the association's bank account. Requests for reimbursement are to be submitted on an official reimbursement form, which can be downloaded from the AASP website. All reimbursement requests must be accompanied by an itemized receipt or invoice. Requests are submitted to the elected official or committee chairperson responsible for that area of the budget. After the budget manager

approves the request for reimbursement, it is submitted to the association's Treasurer for payment.

Allowances for meals, lodging, and mileage are established by the board and are reviewed annually at the time the budget for the coming year is approved. While IRS guidelines are considered, the board may choose to reimburse at a lesser rate. Actual expenses which exceed the allowable rates will not be reimbursed. The Treasurer will retain a copy of each reimbursement request and attached documentation for review by the internal audit committee. At the end of the fiscal year, all documents will be turned over to association management for storage and for assistance in tax preparation and reporting requirements.

Reimbursement of mileage for attending AASP Executive Board meetings will be provided for all elected board members, committee chairs, and others as approved by the President. Members traveling from the same town to a distant meeting location are encouraged to travel together. If they choose to drive separately, reimbursement will be at half the established rate. Reimbursement for lodging will also be based on double occupancy. If participants elect to stay in a single room, reimbursement will be at half the rate.

If an AASP member who is not otherwise approved by the President attends a board meeting, their meal will not be covered as part of the association's restaurant bill.

The President-Elect, the Past-President, and the President shall be provided with funding as determined by the annual budget for travel to the NASP Conference. All other travel expenditures must be approved by the Board prior to traveling.

Financial Management/Fiscal Responsibility

Maintaining bank accounts and fiscal management is the responsibility of the Treasurer with assistance from association management.

The association manager, Treasurer, and President shall have signature authority on all association accounts. New signature cards must be signed as soon after July 1 of each year as is possible. All signatories also have access to all association accounts online.

The association manager may sign checks for routine expenses. Either the President or the Treasurer must sign checks to pay association management for invoiced services.

The Treasurer is responsible for reviewing monthly income/disbursement statements, monthly financial reports, and documentation (vouchers, invoices, reimbursement requests, bank statements, and canceled checks) provided by the association manager. Any problems must be resolved in a timely manner.

The President and Treasurer are provided with AASP debit cards with appropriate spending limits. The President may use the debit card for payments associated with Executive Board meetings, PR/advocacy activities, and NASP travel. Banking requirements of an Unincorporated Business Association or Organization require that an authorizing representative, either the Secretary or Acting Secretary, must be present to make any financial/banking changes. The AASP Treasurer shall be considered the Acting Secretary for AASP, and this will be noted on all AASP documents pertaining to the Treasurer title/role.

An annual internal audit will be performed each September by a group of association members to include the Treasurer, at least one regional director, and at least one association member at large. The President appoints the Internal Audit Committee.

An annual audit and tax preparation are provided by an accountant chosen by association management in consultation with the association Treasurer.

Procedures for Financial Accountability of Regional Conferences/ Activities

Regional Conferences/Activities provide valuable professional development and consultation opportunities for school psychologists. When conducting a regional event (conference/activity) that involves collection of money for the organization, the Regional Director will collaborate with the webmaster or the association management office to set up online registration. They will direct prospective attendees to register through the AASP website (e.g., Wild Apricot) or contact the AASP Management office. Please note that it is the Treasurer's responsibility to assure that all Association monies are managed in accord with established financial policies and procedures.

Investment Policy/Reserves

The purpose of the association's investment strategy is to insure financial stability and longterm preservation of the association. The following principles constitute the association's reserves/investment policy:

Association operating funds are maintained in checking and savings accounts with an amount equal to at least four months of average expenses of the association. Association reserves are kept in an account separate from annual operating funds.

The association's reserves must have a minimum of 45% and not more than 100% of the preceding year's gross annual revenue. When the reserves fall below the 45% mark, at least 4% of gross annual revenue is to be added to the reserves each year.

Reserves are to be invested as determined by the Financial Advisory Committee.

At the end of each fiscal year, funds are to be moved into reserves in keeping with this policy.

A Financial Advisory Committee will oversee the association's reserve funds and make investment recommendations to the Executive Leadership Committee. The committee is chaired by the Treasurer and will include at least one board member and one association member at large. The association President appoints the financial advisory committee. The committee may be the same as the internal audit committee.

Section V: Nominations and Elections

A President-Elect is elected each year. One Regional Director is elected from each region each year. The Treasurer and Secretary are elected in alternate years, the Treasurer in odd years and the Secretary in even years. The Past-President shall serve as the election's chairperson, and the Executive Leadership Committee serves as the election committee. If there is a conflict of interest by any Executive Leadership Committee member, the President will designate another Board member to fulfill the duties of that individual.

Call for Nominations

Elections for the approaching fiscal year begin with a call for nominations that must go out no later than January 30. The Call for Nominations will include a description of the responsibilities for each open position. Nominations will close March 1. The elections chairperson in conjunction with the Association's management is responsible for verifying that nominees are either full or retired members of AASP in good standing and are thus eligible to be placed on the ballot. A nominee must live and/or work in Arizona to run for an office and to serve in a position. Regional Directors must live and/or work in the region of representation.

The elections chairperson will request a candidate statement and photograph from each nominee as soon as possible after nominations close. The candidate statement must include brief biographical information; qualifications for the position sought; a list of previously held positions with AASP, NASP, or other professional associations; and a statement of goals/vision for the association. Candidates will receive a form with guidance on how to write their statements. Completed statements and photographs must be returned to the election chairperson and association management designee by March 15. Nominee statements and photographs will be placed on the association website and published in the April 1 *Intervention*. The elections chairperson will write a summary of election procedures with a link to the Procedures Manual for the *Intervention* newsletter.

Elections Process

Elections are held electronically. An email indicating that voting is open is sent to all eligible members no later than April 5.

Electronic balloting ends at midnight on April 20. The Association's management will tally and verify all votes. The designated management staff will be the only individuals with access to the electronic ballot during the election period. The election outcomes will be submitted to the Executive Leadership Committee. The Executive Leadership Committee will review the election outcomes, and the elections chairperson will notify all candidates of the outcome of the election on or before April 30. Once all candidates have been notified and the winners have accepted positions, the election data will be published on the AASP website and in the newsletter. Data will include the total number of eligible voting members, total number voting overall, and percentages obtained for executive leadership positions and by region. The election outcome will be certified by the Executive Board and recorded in the minutes of the last board meeting of the year. Election certification verifies that the election procedures were conducted with integrity. All newly elected officers and regional directors begin their terms on July 1.

Conducting The Election:

The AASP Board Elections are conducted through a ballot created on a secure survey tool and emailed to all voting members through the Association's website. Once the link is created and sent out by the Communications Committee, the election process is turned over to the Association's management for monitoring. The Association's management will change the

password for the survey tool account until the conclusion of the election. Procedural updates are sent to the Past President once per week to ensure the process is working correctly. At the conclusion of the election, the results of the election ballot are sent to the Past President.

Alternate Elections Outcomes. If no one candidate receives a majority of the vote, a runoff ballot listing the two candidates with the highest number of votes will be prepared and emailed to AASP members. The Executive Leadership Committee will establish an appropriate timeline for the run-off election. The elections chairperson will notify both candidates of the outcome.

Write-In Candidates. In the event a write-in candidate prevails in an election, their eligibility to hold office must be reviewed by the Executive Leadership Committee. In the event he or she is deemed ineligible to serve, the runner up will be declared the winner of that office.

Special Elections: If a newly elected candidate or a current candidate is unable to fulfill their duties for more than 10 months, a special election will be called. A call for nominations in the region (or state, if appropriate for the position) will be made for a limited timeframe (10 days-2 wks.). Election ballots appropriate for the position will be issued for a limited timeframe (e.g., 2 wks.).

Elections Complaints. All problems, complaints, and discrepancies are to be reported in writing to the elections chair or designee (e.g., Past President, Professional Standards Chair). Complaints must be submitted within 10 days of the ballot deadline and announcement of winners. All complaints are to be kept confidential since the investigation itself or the eventual remedy might reveal the source.

Non-compliance with or violation of the election procedures may result in official action by the Executive Board, ranging from oral correction or a letter of reprimand to disqualification to serve in an elected capacity. The candidate found to be in violation of election procedures will be notified of the consequences immediately by the elections chair. A record of the disposition for the complaint will be entered into the next board meeting minutes respecting confidentiality as appropriate.

Filling Vacancies in Unexpired Terms

According to the association Bylaws (Article III-1-i), if the President shall not serve the full term of office for any reason, the President-Elect shall succeed to the unexpired term and continue as president through the following year. Vacancies in other offices of two months or less will be filled by the President's appointment and shall be approved by a majority vote of the Executive Board.

Section VI: Membership

The chairperson of the Professional Standards Committee may also serve as membership chair or may recommend to the president another person to be membership chair. As with all committees, the membership chairperson is appointed by the President and approved by the Executive Board.

Membership Categories and Application Procedures

- Regular Membership requires a copy of a valid school psychologist certificate from the Arizona Department of Education or National School Psychologist Certification (NCSP).
- Applicants' certification will be verified through the ADE or NASP certificate database. Applicants whose certification is unable to be verified will be recommended for approval at the Associate Membership level. Applicants will be informed in the reminder email that Associate Members do not have the rights of Regular membership, such as voting and holding elected offices. If the required documentation is submitted later, a change to full status can be processed.
- Early Career Membership applies to individuals who graduated from a school psychology program in the last two years. These individuals may receive discounted or graduated membership dues towards Regular Membership dues in Year 3 and beyond. These members may vote and may hold elected office.
- Student Membership requires an annual signature from a university advisor or internship supervisor, verifying that the applicant is enrolled at least half-time as a student (at least six semester hours) in a school psychology training program (e.g., educational specialist, masters/certification, doctoral). Students in their internship year and who may be registered at their university for less than six semester hours are also eligible for student membership with a supervisor's verification. Renewals require a new advisor signature annually. Student membership status can be granted for a maximum of five years. Interns from out of state may secure the signature of the onsite supervisor rather than an academic advisor. Student members may vote but may not hold elected offices.
- Student Associate Membership applies to undergraduate students interested in school psychology or graduate students not enrolled in a school psychology program who are enrolled a minimum of six semester hours per semester. Student Associate Members may not vote or hold elected office.
- Associate Membership applies to individuals who function as school psychologists without a school psychology credential, are a consultant, supervisor of psychological services, or are faculty at a school psychology graduate program OR an allied professional (i.e., counselor, social worker, principal). Associate members are not eligible to vote or hold an elected office. Associate members only need to complete an application and pay the appropriate fee.
- Retired Membership applies to individuals who have been certified in the past in Arizona, in another state, or as a NCSP and have officially retired. Retired applicants may not be employed as a school psychologist more than 25% of the time.
Applications will include an area for the applicant to note the current work status.
- The membership year is July 1-June 30.

- Membership dues paid by new or renewing members between July 1 and Feb 28 cover the member for the full year. Membership dues paid between this time will not be prorated.
- New members paying dues and joining the association between March 1 and June 30 shall have those dues applied to the remainder of the current fiscal year and to the next full year.
- If a membership has lapsed for two years, the person must reapply as a new member. Membership status is determined by the date that payment was received. Questions about membership status and dates of payments should be directed to association management.
- Membership applications will have optional demographic questions to better understand association membership. Any use of demographic data will be strictly deidentified.

Membership Application Processing by Association Management:

- Process new member applications within 5 days.
- Check the [ADE Certification Database](#) or [NCSP Certification Database](#) to verify the certificate for the new regular member of AZ applicant prior to processing membership payment.
- Review out-of-state credentials if the applicant is not an AZ certified school psychologist. Refer to the Membership Chair in the event of questions about eligibility for membership.
- Verify new or renewal student member eligibility prior to processing payment (review form) Academic advisors may email directly to admin@aasp-az.org in lieu of a signature when application is online.
- If new or renewal of Early Career membership, request a scanned copy of transcripts with date degree conferred. Verify qualification for Year 1 or Year 2 post-graduation.
- Notify Membership Chair regarding applicants who did not provide sufficient documentation for the level of membership for which they are applying (e.g., verification of AZ or NCSP certificate for Regular membership, verification of Early Career membership status, or verification of advisor for student applications).
- The association manager will maintain a membership database electronically, with relevant information about new members.

Duties of the Membership Chairperson

Processing new member applications:

- Respond to questions and work with the Association Management for problems with processing membership applications.
- As needed/applicable, notify the association manager regarding applicants who did not provide sufficient documentation for the level of membership for which they are applying (e.g., copy of AZ certificate or NCSP for Regular membership or signature of advisor for student applications).

- The association manager will maintain a membership database electronically, with relevant information about new members. Demographic information will be stored separately from identifying member information. The Membership Chairperson will share summary data with the Board quarterly.
- Review of Renewing Members:
 - Review the electronic database of members prior to board meetings and share updates and member counts with the board. ○ Review current membership lists kept by the association manager to identify members who have not renewed.
- Other Duties:
 - Work with the Professional Standards committee and Regional Directors to encourage membership at critical times, such as having a fall membership drive.
 - Conduct periodic research as to the characteristics of our membership and their needs for training and support from the association.
 - In collaboration with the Treasurer, the chairperson periodically reviews the cost of membership and makes recommendations to the Board, should fees need to be changed to meet the financial needs of the association.
 - Membership chair updates the letter for renewal and new members annually (completed prior to March 1).
 - Periodically review membership renewal cards; these cards indicate membership in the association and type of membership.
 - To encourage renewals, we use an active electronic payment gateway system. Both new and renewal applications are available online. Students may renew online and attach verification from their university through electronic signature.

Membership Support

In the event an association member believes their employer or LEA acts, or requires the member to act, in a manner the member deems contrary to professional ethics, standards, or practice, the member may contact the association for support. Depending upon the nature of the inquiry, members may contact the Professional Standards Chair, the AASP President or their Regional Director. Regional Directors are expected to inform the Professional Standards Chair of any inquiries.

When the Professional Standards committee chairperson (and/or AASP President) receives a request for support, the Chairperson shall discuss the issue with the member and gather information to assist the member with resolution of the matter. The parties may confer with the association President and/or other Executive Board members as needed to formulate a response plan.

If the concern presented by the member is a clear violation of NASP or APA ethical standards, the Professional Standards committee chairperson will advise the member to contact either NASP or APA directly.

AASP Membership Directory

A directory of members and their contact information for use by members of the association is available on the AASP website. The directory contains only public information. Members may contact the association if they prefer their information to remain confidential.

Section VII: Committee Functions

Executive Leadership Committee

The Executive Leadership Committee oversees the activities of the association and its Executive Board and standing committees, develops agendas for meetings, assures cohesion with NASP, and oversees the annual elections process. The Executive Leadership Committee is composed of the President, Past President, President-Elect, Secretary, Treasurer, and NASP Delegate (ex officio).

The following are the responsibilities/duties of the Executive Leadership Committee:

- To supervise the affairs of the association between meetings of the Executive Board.
- To manage the affairs of the association within the policies set by the Executive Board.
- To review matters on the agendas of meetings of the Executive Board and to make recommendations about these matters.
- To negotiate the terms of any contract entered into on behalf of the association with other associations, association management, publishing services, etc.
- To supervise and evaluate performance of association management.
- To review and vote on Minority Scholarship Awards.

Upon a majority vote, the Executive Leadership committee may declare an emergency and hold an email or telephone ballot of the Executive Board for purposes of acting on any proposed course of action recommended responding to the matter which constitutes the emergency.

Child and Family Advocacy Committee

The Child and Family Advocacy Committee serves the primary outcome goals of both AASP and NASP. AASP has adopted the mission statement to engage school psychologists with high-quality professional development, promote visionary leadership, and advocate for ethically, culturally competent, and socially just practices empowering school psychologists in the vital role of supporting the well-being of Arizona's children and youth. The committee promotes grassroots advocacy efforts to prepare and encourage AASP members to collaborate with their legislators and local leaders as well as various student support service disciplines across the state in order to present a more powerful message in a more efficient manner.

Collaboration efforts have or should include, but not be limited to, representatives from state-level associations representing school counselors, school social workers, school health leaders, student services directors, school board members, school administrators, and community mental health representatives. The goals of such collaboration start with the mutual sharing of conference notices and the examining of mutual goals, such as training or public policy advocacy. The goals to be addressed through such collaboration must be approved by the association's Executive Board or Executive Leadership Committee. The goals to be addressed through such collaboration must first be approved by the Child and Family Advocacy committee, and once consensus is reached, must be passed on to the association's Executive Leadership Committee. Committees must adhere to a 72-hour response time maximum. Emails sent regarding these requests must include within the subject line the nature of the request and whether there is a deadline by which this response is needed.

The Chair/Co-Chairs of CFA are responsible for setting the agenda for monthly meetings and sponsoring trainings and briefings for members (e.g., Advocacy in Minutes (AIM), advocacy leadership trainings, timely updates promoting grassroots advocacy).

The following subcommittee members and AASP programs support the goals of the Child and Family Advocacy Committee:

NASP Delegate

The NASP delegate represents and supports school psychology through leadership to enhance the mental health and educational competence of all children. The delegate provides NASP updates and suggestions promoting advocacy for the profession and education. A NASP elected position, the delegate is involved in advocacy, member support, professional competency leadership, and diversity. Ideally, the NASP Delegate is actively involved with the state association as an ex office member.

Coalition Outreach Coordinator

Coordinate partnerships with other professional organizations, agencies, and entities (e.g., ABEC, ASBA, ASA, SSWAA, ASCA), manage a speakers' bureau on related topics, provide updates at partner meetings (e.g., AzCASE/AzCEC), respond to inquiries and inform the AASP Executive Board of opportunities for AASP leaders to attend and/or speak at conferences and/or inform AASP members of relevant trainings, workshops, and conferences.

Mini-Grants Coordinator

Oversees the mini-grants procedures to fund mental health services in local schools.

Mini-Grants

AASP encourages the provision of mental health services in schools through the use of Mini-Grants. Funding is available to encourage school psychologists to implement a new mental health program, support therapeutic group activities, or to enhance the school psychologist's own capabilities to provide mental health services. Grants might be awarded to support purchases of therapeutic or educational videotapes, therapeutic curricula, relation tapes, resource books, workshop refreshments, etc. Grants can also be used to provide basic needs for individual students such as clothing, eyeglasses, book bags, school supplies, etc.

There are 3 types of Mini-Grants:

- Basic Needs
- Mental Health Supplies
- Mental Health Startup

Mini-Grants are awarded only to AASP members. The application for a Mini-Grant is on the member section of the AASP website. The application must include as many of the following components as are relevant:

- Applicant's name, address, phone numbers, e-mail address and employer are provided.
- Potential benefits to children are described.
- Description of need to be addressed is delineated.
- A list of materials needed, and a proposed budget are attached.
- The materials requested must support the intervention to be used (assessments will not be funded).
- The proposed interventions are, to the extent possible, evidence-based; and o Prevention is discussed as well as the intervention to be implemented.

Mini-Grant applications are submitted to the Mini-Grant subcommittee chair and are reviewed by at least two Executive Board members (i.e., two Regional Directors and President Elect) and endorsed by at least two of the reviewers. The subcommittee chair will notify the applicant of the funding decision. If the Mini-Grant application is approved, half of the funds will be distributed immediately. (A copy of the letter indicating approval and amount of the grant is sent to the Treasurer so the initial funds can be disbursed.) The remaining half will be distributed when receipts are submitted for reimbursement.

Reimbursement is requested using the AASP Reimbursement Form; it is signed by the Mini Grant subcommittee chair and submitted to the Treasurer for payment.

Within six months of receiving a Mini-Grant, the awardee agrees to submit a report on how the funds were used to AASP for inclusion in the *Intervention* newsletter.

The primary focus of the mini-grant program is NOT to enhance one's professional library.

Public Policy Advocacy Committee

The Public Policy Advocacy Committee (PPAC) is responsible for identifying and coordinating advocacy efforts related to state-level professional practices and policies in conjunction with other stakeholders. PPAC is guided by the NASP Policy Playbook(<https://www.nasponline.org/research-and-policy/advocacy/policy-playbook>) that differentiates grassroots and grasstops advocacy. This document defines grasstops advocacy as when an effort is focused on communications with organizational leaders, spokespeople, lobbyists, or others or when the association is formally speaking out on behalf of a particular cause. For AASP, this includes the Arizona state legislature, Arizona State Board of Education, Arizona Department of Education, the Arizona governor's office, various education associations, county, regional, community and business stakeholders, school districts, and schools.

The AASP President appoints the committee co-chairs and members with the Board approval. Co-chairs provide the committee with the ability to respond quickly to timesensitive public policy inquiries, developments or needed actions. It is recommended that one co-chair be the Past President or President who also serves or has recent experience serving as the official spokesperson for AASP. If AASP is contracting with a Public Policy Liaison, the PPAC Co-chairs collaborates with the Liaison to develop monthly agendas, strategic priorities, activities, and tasks.

The PPAC Co-Chairs are responsible for setting the agenda for monthly PPAC meetings in conjunction with the AASP Public Policy Liaison, if under contract. The Co-Chairs communicate with the AASP Public Policy Liaison regularly via email, text, and phone calls. This may include responding to inquiries about proposed legislation, policy development, and positions on bills. The Co-Chairs are responsible for connecting the Public Policy Liaison with AASP Board members or members-at-large with specific expertise on relevant topics and keeping the AASP Executive Leadership informed of time-sensitive and/or critical public policy issues and timelines. See *Section II* for additional scope of services of Liaison.

Arizona Department of Education Liaison

The AASP President appoints a liaison to the Arizona Department of Education (ADE) to coordinate association involvement with the ADE. All AASP committees must coordinate involvement with the ADE through the appointed ADE liaison to ensure that only those officially authorized to do so speak as representatives of the association at the state level.

AASP members may appear before ADE and legislative committees as individuals but not as representatives of the association, unless officially asked to do so by the AASP President. The ADE liaison is responsible for monitoring ADE activity to keep track of state-level events and to keep association membership informed.

If necessary, several people may need to be involved with ADE to divide responsibilities. For example, one person might serve on the Special Education Advisory Panel, and another might be the association's MTSS training representative. When the ADE requests participation on committees or task forces from AASP through the ADE Liaison, the ADE Liaison will work with AASP leadership to determine who would be the appropriate AASP representative to participate.

The ADE Liaison also works closely with the NASP Government and Professional Relations (GPR) Liaison. The NASP GPR monitors state legislative issues and alerts PPAC members when legislative issues are brought to the legislature or the State Board of Education.

The Liaison to the Arizona Department of Education is appointed by the AASP President. Other Board members may be appointed to ADE committees, as needed, by the President and the ADE Liaison. These appointees report to the chairperson of this committee. Because of the potential state-wide impact of working with the ADE, ADE Liaison committee decisions must be approved by the AASP Board.

The following are the expected duties of the Arizona Department of Education Liaison

- Attending (or identify a designee) State Board of Education meetings virtually or in-person when issues relevant to AASP are on the agenda.
- Report information/actions from ADE meetings to the AASP Board.
 - o Report information/actions from meetings and/or upcoming meeting agendas to the membership through newsletter articles or on the website.
 - o Stay current with information on the ADE website and its links.
 - o Communicate with appropriate ADE personnel to advocate for AASP issues as they arise or to acquire information requested by the AASP Board.
- Advocate for AASP by suggesting association participation in trainings or on committees.
- Volunteer (or find volunteers) to serve on ADE committees when provided with the opportunity, in order to serve association goals such as, writing new Special Education Regulations.
- Coordinate with other AASP committees that may overlap with issues at the State Department of Education.

NASP Government and Professional Relations (GPR) Liaison

The NASP Government and Professional Relations (GPR) Liaison communicates between NASP and AASP to encourage member participation on legislative issues affecting students, their families, and the profession of school psychology. The NASP Government and Professional Relations Liaison identifies national legislative issues to be reviewed by the PPAC. The GPR receives and disseminates NASP updates monitoring legislation in Arizona and other states impacting education and professional practice.

Communications Committee

The Communications committee serves as the voice for AASP. Its primary responsibility is to disseminate informational resources to support the work of school psychologists in meeting the needs of children and families in Arizona. This committee includes the following subcommittee members: *Intervention* Newsletter Editor, Social Media Coordinator, and AASP Webmaster.

The Communications committee chairperson is appointed annually by the President and approved by the Executive Board. The duties of the chairperson include recommending subcommittee chairpersons and managing the activities of the subcommittees. The President approves subcommittee chairpersons and committee members. Subcommittee chairpersons report to the Communications committee chairperson. It is also the responsibility of both the Communications committee chairperson and subcommittee chairpersons to encourage participation of AASP members in their efforts.

It is the responsibility of AASP officers, regional directors, and major committee chairpersons to contribute information to be disseminated to the membership, through the newsletter, the website, social media, and e-mails, as appropriate, and when requested from the Communications committee. Regional Directors and committee chairpersons are responsible for contributing an article each year (see schedule below) to the newsletter.

The Communications chairperson invites those subcommittee chairpersons who need to present an agenda item to attend a Board meeting.

The Communications chairperson also oversees the dissemination of information to AASP members and determines the best method of reporting information by considering the timeliness of information sharing, the impact of sharing information, and the impact on public relations.

***Intervention* Newsletter Editor**

Intervention Editorial Board: An Editorial Board, consisting of the President, Communication Chair, *Intervention* Editor, and the Association Manager shall be responsible for the solicitation, review, and selection of material for the *Intervention* Newsletter. The Editor has final authority over content of the newsletter.

***Intervention* Editor:** The association's official newsletter publication is the *Intervention*. The Newsletter Editor coordinate production and publication. The *Intervention* Editor may also serve as the Communications committee chairperson; however, if different people hold these positions, then the *Intervention* Editor reports to the Communications committee chairperson who serves as the editor-in-chief of the *Intervention*.

The Newsletter Editor will solicit articles reporting on current AASP activities and which provide relevant professional information from members and others to cover issues, news events, legislation, personalities, research, positions, announcements, reports, advertising, and editorial comment, which is timely, relevant, and of specific value to AASP membership.

The Editor maintains regular communication with the AASP Executive Leadership Committee, with Regional Directors, and with major committee chairpersons to obtain current information regarding association activities. The Editor and/or Communications chairperson will attend AASP Board meetings whenever possible.

Prior to each newsletter submission deadline, the Editor will send out a reminder to the major newsletter contributors within the association. The Editor may also solicit guest authors or

determine other relevant content. The Editor is also responsible for obtaining the appropriate permissions for reprinted information.

Intervention is published electronically ten times a year and is disseminated to all members as a benefit of membership. The Communications committee may also recommend sending the newsletter to additional individuals or groups, with endorsement from the President and considering purpose and expense.

AASP Executive Board members as well as members-at-large and partnership organizations are encouraged, through communications, to contribute to AASP publications.

Publishing the Newsletter: The newsletter is delivered electronically. The Editor determines priority and publication of all submissions. Submissions may be edited to conform to space limitations, format requirements, or to improve clarity.

The Editor and Association Management must communicate about space and requirements for purchased advertising. Advertising request forms and payment go to the Association Manager. An Advertising Tracking Sheet is maintained by the Association Manager and sent to the Communications chairperson quarterly to track advertisers' payments, and publication dates. It is important to know when an ad is to be posted and when it should be removed from the website.

Guidelines for Article Submissions: Articles submitted for publication are published at the discretion of the Editor. Priority is given to articles authored by association members and to information directly relevant and of interest to school psychologists in Arizona. The newsletter Editor maintains responsibility to edit articles submitted for publication. Articles must not contradict or go against AASP policies. Information content must be accurate.

Newsletter Calendar:

<u>Issue</u>	<u>Closing Date</u>	<u>Distribution Date</u>
August	July 15	First week of August
September	August 15	First week of September
October	September 15	First week of October
November	October 15	First week of November
December	November 15	First week of December
February	January 15	First week of February
March	February 15	First week of March
April	March 15	First week of April
May	April 15	First week of May
June	May 15	First week of June

Regional Director Assignments for a feature article: Regional directors are responsible for submitting one article per region per year to *Intervention*. Responsibility for securing this article rests with the senior regional director (the one in the second year of their elected term). The assignments are as follows:

August	(due July 15)	Central Region
November	(due October 15)	Southern Region
February	(due January 15)	Western Region
April	(due March 15)	Northern Region

Standard Newsletter Articles or Features: The following items are typically included in each of the *Intervention* issues:

All Issues

- AASP Vision, Mission, Purpose, Core Values, and Strategic Goals
- President's Message
- Job postings
- Advertising rates
- Editor's article
- Contributing authors
- Contact information of board members, committee chairpersons, etc.
- Advocacy highlights
- Students' Corner
- NASP delegate report (as available)

August Issue

- Central region feature article
- Annual awards call for nominations and forms
- Minority Scholarship call for applications
- New officers' statements and photos
- Membership renewal form
- Preview of Annual conference

September Issue

- Membership renewal form
- Preview of Annual conference

October Issue

- National School Psychology Week
- Preview of Annual conference

November Issue

- Southern region feature article
- Presidential featured articles

December Issue

- Conference summaries and photos
- Award winners

February Issue

- Call for nominations for officers, regional directors

Western region feature article
NASP annual conference notice

March Issue

Elections reminder (online voting date, see website for candidate statements, etc.)

April Issue

Northern region feature article
NASP Summer Institutes announced--save the dates

May Issue

Election results announcement
Membership renewal reminder

June Issue

Outgoing president's statement
Membership renewal reminder
Annual conference announcement of date and location ("save the date")

Businesses or school districts may advertise merchandise or job openings at established rates. These rates include the posting of job openings on the website, as well. Job postings can be viewed by members and non-members. Jobs will remain posted for a period of 90 days, unless the school or district notifies the association that the position has been filled.

Districts or schools are given the option of joining AASP as an Associate Member and having access to posting any and all positions throughout the year for the cost of an annual membership.

Social Media Coordinator

The job of the Social Media Coordinator is to develop and implement social media initiatives to engage AASP members, inform the public about AASP, and promote school psychology in Arizona. The Social Media Coordinator collaborates with other members of the Communications committee to help manage AASP's virtual presence. Although the Social Media Coordinator serves under the Communication Chairperson, the individual will work with other AASP Board members to assist them in incorporating social media into their respective committees and subcommittees.

The photographic and video records of the association are the responsibility of the Social Media coordinator. The purpose of having an association Social Media coordinator is to capture the essence of activities, in order to enhance news stories and to share them with the general membership. It is also important to document the history of the association through pictures and video. The Social Media coordinator may designate others to photograph or video during events, as needed.

The AASP Social Media coordinator manages and creates all content across AASP's social media platforms. It is their responsibility to ensure content across all social media platforms is updated on a continuing basis. All posts and messages must clearly align with AASP's mission, core values, and strategic goals. The Social Media coordinator works with the *Intervention* editor and with the Communications Chairperson to determine the need for photographs and videos. Pictures and videos may also be requested for the website and other media platforms. The AASP Social Media coordinator must work with the

Communications Chairperson to ensure messaging across social media platforms follows timelines consistent with the *Intervention* and website. The AASP Social Media Coordinator must also maintain routine communication with the AASP Executive Board. Routine communication ensures all requests for social media postings are addressed in a timely manner.

Webmaster and Website Management

The website is maintained by a selected AASP member. It is the webmaster's responsibility to keep the website updated and to review the content at least annually to recommend any areas needing updates.

Requests for uploads and changes to the AASP website must be submitted to the Webmaster. A form for making website changes, additions, or deletions is on the website under Board Members Resources. This resource site also provides board members with directions for setting up registration for workshops, trainings, and events (see below).

The Communications committee chairperson has ultimate responsibility for determining what can be placed on the association's website.

Event Management

As all events are coordinated through the website, the Website Manager is responsible for setting up registration and event communication for regional workshops and AASP sponsored trainings, as well as the Annual Conference.

For regional workshops, the Regional Director completes the Google Form listing all applicable information. The Website Manager then sets up the event on the website with the provided information, including but not limited to: Title, date, time, location, and description of the event and information about the speaker. Additionally, registration for members and nonmembers (with any applicable fees) needs to be set up and appropriately defined. Communication regarding registration as well as reminders for those who have registered need to be scheduled for appropriate times. One Regional Director must be identified as the "event organizer" so that registrants have a consistent point of contact. Notification preferences provided by the Regional Director can be accomplished through the event setup process. Finally, any specific questions regarding the event that the Regional Director wants to ask registrants (e.g., attendance at an associated social event) can be included on the Registration Form.

The Google Form to request event set up on the website can be found under board member resources: <https://forms.gle/awhEBHjPaseiSGrRA>

For the Annual Conference, the process is similar, but involves multiple registration types with different fees. Additionally, the registration form needs to contain specific information about sessions so that planning for room assignments can be facilitated. It is preferable for the Annual Conference to set someone from the Association Management as the event organizer, given the volume of emails and phone calls regarding the event.

Requests for Members to Complete Surveys

AASP gets a number of requests, primarily from graduate students, to involve members in the completion of surveys. All such requests must be reviewed by the Research subcommittee of the Professional Development and Advancement Committee before they can be posted. See that section of this manual for details.

Requests to promote completion of surveys at our annual conference are submitted to the conference committee or research chair, which is responsible for determining whether to allow such activity.

General Advertising Policies

All advertising content is subject to AASP's approval. AASP reserves the right to edit or refuse advertising that is determined unsuitable. Publication of an advertisement does not constitute endorsement or approval by AASP.

Consistent with NASP Professional Conduct Standards, "announcements and advertisements of the availability of publications, products, and services for sale are professional and factual."

Advertisements for tests and other professional measurement tools must meet minimal standards of validity and reliability.

Advertisements for professional presentations must meet AASP standards in terms of sound and accepted theory, research, and practice. Presenters must have the appropriate education, training, and experience. AASP's advertising of a presentation or workshop in no way indicates sponsorship or endorsement.

Professional Development/Advancement Committee

The primary responsibilities of the Professional Development and Advancement Committee include the following: supporting the annual conference; developing regional workshops; encouraging ongoing professional growth among school psychologists; and recognizing individual accomplishments and outstanding contributions to the field of school psychology including supporting research. Details of this last function are outlined in the "Awards" section of this manual. The committee consists of the following:

- **Annual Conference Planning Committee:** The President appoints committee members and assigns tasks to support the annual conference.
- **CPD Chair/Co-Chairs:** The CPD chairs ensure conference sessions, workshops, and trainings earning CPD credits adhere to the NASP CPD requirements. The committee oversees procedures for issuing and documenting CPDs.
- **Research Chair:** The Research Chair promotes school psychologists to engage in research and oversees AASP award recognitions for research.
- **Other Professional Development subcommittees:** Additional association professional development activities may be planned as needed to support AASP strategic goals.

Annual Conference Planning Committee Responsibilities

The Annual Conference is the primary responsibility of the President who will be in office at the time of the conference. Planning begins at least one year in advance when the individual is President-Elect. The President-Elect takes care of the following either independently or in consultation with other leaders.

- Determine the date for the conference at least a year in advance.
- Determine the conference location, format (e.g., in-person, virtual, hybrid) and finalize arrangements.

- Select a conference hotel and complete contract regarding room price and number of rooms held for reservations.
- Contact potential speakers and determine preliminary topics.
- Have the AASP management issue contracts to speakers about six months prior to the conference.
- Establish a tentative schedule of speakers, topics, and conference activities by the end of July prior to the conference.
- Work with AASP management to secure an event management software platform, as needed, and create a task/timeline for uploading the conference booklet, schedule, speaker bios, presentation resources, etc.
- After conference registration opens, the president must regularly check registration numbers on the AASP website in order to monitor session numbers and overall enrollment numbers. It may be necessary to close some sessions if registration nears room and/or virtual capacity.

The AASP Google Drive contains detailed descriptions with spreadsheets, templates, checklists, presenter contracts, and examples from previous annual conferences to assist the President and the Annual Conference Planning committee with preparation and offering of the annual conference. It is the responsibility of the committee to update the file artifacts annually.

NASP-Approved CPD Provider

AASP was granted status as an approved provider of NASP Continuing Professional Development (CPD) in 2007. Our provider number is 1013. AASP offers NASP CPDs for professional development activities sponsored by the association-at-large and organized by a board member and/or AASP regional directors. (See Google Drive for examples of the standard workshop documentation of attendance and evaluation form.)

Continuing Professional Development

The Arizona Association of School Psychologists is committed to delivering continuing professional development programs consistent with the standards put forth by the National Association of School Psychologists. Regional workshops sponsored by Regional Directors are considered AASP activities. The program content of all AASP continuing education activities will address one or more of the professional practice domains included in the *NASP Model for Comprehensive and Integrated School Psychological Services (2020)*.

The responsibility of adhering to NASP standards rests with the AASP Leadership Committee, the Chairperson of the Professional Development Committee, and the Continuing Professional Development Subcommittee Chairperson.

Continuing Professional Development Chair/Co-Chairs:

The CPD committee oversees adherence to NASP standards for offering CPDs at the annual conference, any regional or association sponsored workshops or trainings, and any co-sponsored professional development. All CPD eligible trainings must align with one or more of the *NASP Model for Comprehensive and Integrated School Psychological Services (2020)*. These domains include:

1. Data-Based Decision Making
2. Consultation and Collaboration
3. Academic Interventions and Instructional Support

4. Mental and Behavioral Health Services to Interventions
5. School-Wide Practices to Promote Learning
6. Services to Promote Safe and Supportive Schools
7. Family, School, and Community Collaboration
8. Equitable Practices for Diverse Student Populations
9. Research and Evidence-Based Practices
10. Legal, Ethical, and Professional Practice

The activity must enhance school psychologists' professional knowledge, competencies and/or skills. The activity must have stated learning objectives, must be one hour or more in duration, and have verification of the instructor's expertise in the subject matter. An evaluation of the training must be conducted at the end of the training to include the extent the learning objectives were met. As a NASP-Approved Provider, the CPD committee is responsible for following the NASP Procedures and Implementation Guidelines.

Grievance Procedure

If an attendee of an AASP CPD program has a grievance, they can address the concern in writing to the coordinator of the program (e.g., regional director(s), committee chair), as listed on the conference booklet, or the Continuing Professional Development chairperson. The coordinator and/or the CPD chairperson will attempt to resolve the issue within 30 days.

If within 30 days the issue is not resolved to the satisfaction of the complainant, he or she can request, in writing, mediation of the issue by at least two additional available AASP Executive Board Members. This mediation shall be conducted within 15 days of receipt of the written requests.

If the issue is not resolved through this process, the complainant shall be notified in writing to contact the Director of Professional Standards and Continuing Professional Development, National Association of School Psychologists, 4340 East West Highway, Ste. 402, Bethesda, MD 20814.

Co-Sponsorship Continuing Education Policies & Procedures

In cases where AASP wishes to team up with another association or agency to co-sponsor a workshop or presentation, the following policies and procedures were approved by the Board on September 11, 2009.

Regional workshops sponsored by Regional Directors are considered to be AASP activities. The following policies and procedures are put forth by the Arizona Association of School Psychologists to manage co-sponsored continuing education activities. These policies and procedures were developed to meet NASP Approved Provider of Continuing Education Policies and Guidelines.

Selection of Presentation Topics and Content

The program content of all co-sponsored continuing education activities will address one or more of the professional practice domains and other applicable requirements (see CPD details above). The AASP CPD Chairperson and/or the Outreach Coordinator will work with the co-sponsoring agency to determine which domains will be addressed. It is the responsibility of the CPD Chairperson to ensure that the proposed continuing education activity directly addresses a specific content area and enhances attendees' skill set, competencies, and knowledge.

Both parties will plan the program jointly, including speaker selection, educational objectives, and criteria for evaluation review. Individuals selected as speakers are expected to be experts in the subject matter being covered in the presentation.

Speaker selection and program content will be based on the needs and interests of school psychologists, educational personnel, and other mental health professionals. AASP and the co-sponsoring organization will ensure that the content of the continuing education activity is appropriate for credentialed professionals in the field of education and/or mental health.

AASP and the co-sponsoring organization will jointly select the presenters for the program and agree in advance on the appropriate instructor fees and travel expenses.

Promotion of Continuing Education Activities

All digital announcements and promotional materials will be prepared jointly by AASP and the co-sponsoring organization. The co-sponsoring organization has permission to advertise the program via e-mail and on their website.

The CPD Chairperson is responsible for reviewing program advertising material to ensure that it meets NASP Approved Provider guidelines. This includes clearly stating instructional objectives in behaviorally operationalized language relevant to the practice of educational and mental health practitioners. The number of continuing education contact hours offered will be stated. AASP, via the CPD Chairperson, is responsible for obtaining and maintaining copies of presenters' vitae.

The CPD Chairperson and the appropriate association's PD planning members (i.e., Regional Directors, AASP committee chairs, Executive Leadership, Coalition Outreach Coordinator) will coordinate with members of the Communication committee to set up registration on the website, announce the event in the newsletter, social media, e-blasts, and the website, and provide reminders as needed. Forms are available on the website and in the Google drive.

Enrollment and Logistics

AASP will coordinate program operations for any CPD approved conference, including virtual platform, in person site selection, registration, sign-in rosters or digital attendance forms, audio-visual equipment, and evaluations.

The CPD Chairperson is responsible for retaining registration information, rosters or digital attendance forms, and original evaluation forms at the conclusion of the continuing education activity. Participants who attend the session in full will receive documentation of completion at the end of the continuing education activity.

Financial Arrangements

The financial obligations and accounting for this program will be agreed upon in advance by AASP and the co-sponsoring organization. The CPD Chairperson is responsible for ensuring that any expenses incurred by AASP are within the budget and/or approved by the board.

Miscellaneous Provisions

AASP and the co-sponsoring organization will work together to ensure that the NASP Principles for Professional Ethics are upheld.

Research Committee

The Research Committee has two primary functions: (1) to support and encourage research among school psychologists in Arizona and (2) to make awards for outstanding research at the annual conference. The Executive Board adopted the following policy statement regarding research opportunities:

The Arizona Association of School Psychologists (AASP) provides space on its website for research opportunities related to the field of school psychology. Research opportunities may include requests to complete surveys, questionnaires, and/or other research methods. All research opportunities endorsed by AASP and posted on its website have been thoroughly reviewed by the Research Committee. Questions or comments regarding any of the endorsed research opportunities will be directed to the primary researcher.

Researchers interested in accessing AASP members to assist in research efforts must follow the procedures for review of their protocol. Protocols with all the required information will receive full consideration. Research opportunities approved by AASP will be highlighted on the website and a corresponding electronic notification will be sent to all members. AASP will not grant any request for the phone numbers, email addresses, or any other contact information of its membership for the purposes of a research study. AASP will contact its members through electronic communication to inform them of AASP-approved research opportunities contained on the webpage.

To protect our members from survey fatigue, research requests are approved on a very competitive basis. This also ensures that members' contact information is used only in the expected ways and that there are adequate response rates for research efforts that are approved by the Research Committee.

Policy and Disclaimer Notice: The research opportunities posted on this AASP website are voluntary. AASP does not necessarily endorse the research studies included on this webpage. If you have a question or comment regarding any of these research opportunities, please contact the primary researcher directly.

AASP reserves the right, from time to time, as deemed appropriate, to undertake the following editorial functions in the management of its website: (1) to limit or adjust the number of research opportunities made available through the website; (2) to remove all research opportunities from its website in its entirety; or (3) to remove research opportunities to any study determined, after subsequent review, in the sole editorial discretion of the AASP, to no longer serve the prerequisite purposes set forth in this policy.

Decisions regarding the inclusion of a research opportunity from the website shall be made by the AASP Research Committee in accordance with the following process:

1. The primary researcher must contact the Research Committee chair to request the posting of a research opportunity.
2. The primary researcher must provide a copy of an approved IRB form along with (a) a brief (1-2 pages maximum) summary of the research, including rationale, research questions, and implications for the field of school psychology and (b) a oneparagraph abstract and URL that can be posted on the AASP website and provided via electronic communication to members if the research is approved by AASP.

3. The Research Committee will determine if the research opportunity is in accordance with the purposes of AASP and its members.

The AASP Research Committee reviews each complete research request and decides which to approve. Decisions are made in accordance with the purposes of AASP and its members. The Research Committee chairperson will respond to each primary researcher with the committee's decision within two weeks of receiving the request. The chairperson will communicate with the Communications Committee chairperson, the Webmaster and Social Media chair regarding posting each approved request on the website, newsletter and social media for members.

All research opportunities will remain on the webpage for 45 days unless otherwise requested. All research opportunities will be removed from the website at the end of the current period for requests. Researchers desiring to maintain their approved research opportunity beyond one period must communicate with the Research chair and may need to resubmit their request following the same procedures stated above.

Other Professional Development Subcommittees or Task Forces

The President may appoint a chair and committee members to support additional association professional development activities. This may include collaborating with the Coalition Outreach Coordinator to provide co-sponsored workshops and trainings, plan and offer a specific professional development opportunity for AASP members or develop webinars or podcasts on relevant topics.

Professional Standards Committee

The function of the Professional Standards Committee is to promote high standards of professional practice of school psychologists, in order to accomplish the mission of AASP; i.e., to promote optimal success for all children and youth. This committee is responsible for recruiting members to the association and for providing support to members. Areas of concern to the Professional Standards Committee include making available resources for such things as: professional conduct of school psychologists; preparation program standards and training competencies by partnering with university programs (i.e., annual internship fair, assisting with aligning programs to NASP standards, etc.); supervision of professionals, both in training and in professional practice; credentialing standards; professional best practice procedures; mentoring professionals new to the field and developing a support network; facilitating Requests for Assistance made on behalf of members for Districts; and overseeing activities for National School Psychology Week (NSPW). It is beyond the scope of this committee to respond to ethical complaints; however, resources will be provided to assist in the inquiry, as appropriate.

Membership Chair

(See *Section VI* of this Manual for details regarding this position.)

National School Psychology Week

National School Psychology Week (NSPW) is established by NASP and is often near the time of the association's annual conference. The NSPW coordinator is responsible for working with the association president to seek a proclamation from the governor declaring the appropriate week as National School Psychology Week. (See the Annual Conference section of this manual for further details.)

The NSPW coordinator promotes awareness of the week well in advance through an article in the *Intervention*, through social media, and through other communications. Arizona school

psychologists should be encouraged to visit the NASP website for suggestions for promoting NSPW. NASP establishes a theme for each year and offers suggestions about ways school psychologists can promote this week. In addition, the NSPW coordinator must solicit publicity and/or submit articles to media promoting the field of school psychology.

Section VIII: Awards

Annual awards given by the association include School Psychologist of the Year, Administrator of the Year, Keith Perkins Award (for lifetime achievement in school psychology), and Ed Argulewicz Memorial Award for Student Research. The Past President serves as Awards Committee chairperson for the three professional practice awards, and the Research Subcommittee of the Professional Development and Advancement Committee is responsible for reviewing nominations and selecting winners of the research award.

An announcement/call for awards is sent to all association members no later than August 15 each year. If possible, it should also be sent to special education directors throughout the state. The call for awards is also posted on the website before August 15. An announcement also should be included in the August 1 issue of *Intervention*. Criteria for the awards are in the appendices, and sample letters are available in Google Drive. Award nominees must be AASP members in good standing.

The deadline for submitting award nominations is September 30 unless the annual conference is planned for October; in which case the deadline for submissions is September 15. All awards nominations are submitted to the appropriate awards chairperson.

Nominations for research awards are reviewed by the research committee whose chairperson communicates names of awardees to the Awards Committee chair so that awards can be ordered. The professional practice award nominations are reviewed by the Awards Committee chair and the eight regional directors.

The Awards chairperson sends a formal letter of notification to each award winner at least two weeks prior to the AASP annual conference. This letter invites the winner to attend the annual conference to receive their award.

As soon as the winners are selected, the Awards Committee chairperson orders awards for the presentation.

Awards are presented by the Past President at the annual conference. (See the Annual Conference Planning Committee section of this manual for more detailed procedures.)

School Psychologist of the Year

The AASP School Psychologist of the Year Award is based on evidence of a practicing Arizona school psychologist who consistently performs at a superior level. Nominees for School Psychologist of the Year must be school psychologists whose practice embodies the *NASP 2020 Practice Model* and whose practices permeate all aspects of service delivery as defined in the following domains of practice. The recipient demonstrates the following:

- Promotes and embodies the 2020 NASP Practice Model and the expanded role of school psychologists.
- Practice exemplifies advanced knowledge and skills with delivery of evidence-based psychological services to ALL children.
- Demonstrates outstanding performance in their school, district, and community.

Administrator of the Year

The AASP Administrator of the Year Award is awarded to an administrator displaying exceptional leadership at the school or district level. The recipient demonstrates the following:

- supports the work of school psychologists in their school and/or district and values psychological services provided to ALL children.
- promotes implementation of the 2020 NASP Practice Model and supports the expanding role of school psychologists.
- advocates for the academic and social/emotional/behavioral health of PK12 students.
- collaborates with families, community stakeholders, and educators locally and statewide.
- promotes equity, diversity, and inclusion.
- demonstrates outstanding leadership in their school, district, and community.

Keith Perkins Lifetime Achievement Award

Nominees for the Keith Perkins Lifetime Achievement Award should be nearing the end of their professional careers and must have demonstrated outstanding achievement as a school psychologist over the course of their careers. A nominee for this award must also be a current member in good standing of AASP. The following criteria are considered in selecting the winner of this award:

Service to Students

- Assesses educational and psychological strengths and needs of individuals and groups of children.
- Assists in the solution of problems through counseling.
 - o Works with other specialists in planning and implementing individualized educational programs.

Service to Teachers

- Helps plan educational programs based upon identified strengths and needs of individuals or groups of children.
- Works toward the solution or management of problems of students whose learning or adjustment disabilities interfere with classroom activity.
- Provides information and ideas on the application of psychological research and theory to the classroom.

Service to Administrators

- Facilitates educational planning through research and consultation.
 - o Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state, and federal sources.
 - o Provides in-service education for teachers and staff.
- Participates in the development and evaluation of programs and services.

Service to Parents

- Provides parents with information about the educational and psychological strengths and needs of their children.
- Explores means by which parents and the school can work together more effectively to assist the child.
- Expedites referrals to other specialists and agencies when appropriate.
- Offers educational programs concerned with child rearing and school-related topics.

Service to Community Agencies o Identifies children with special needs beyond the scope of school resources. o Provides information and interpretations that facilitate service to children.

- Serves as a school representative to help others understand school goals, needs and operations.
- Offers specialized educational programs and materials.

Service to the Profession

- Sees their work as a constant search for knowledge about human behavior and uses such knowledge for the promotion of human welfare.
- Advances school psychology practice through the application of psychological knowledge to the problems of the schools, with special attention to the interactions of the school system and child.
- Governs their professional behavior by the Code of Ethics of AASP, the American Psychological Association, and NASP.
- Participates actively in appropriate local, regional, state, and national professional organizations.
- Is a member of the Arizona Association of School Psychologists.

Ed Argulewicz Student Research Award

The winner of the Ed Argulewicz Student Research Award receives a cash award. The principal author of a submitted paper must

- be a student member of AASP.
- be a Regular or Associate member of AASP who conducted the submitted research as a graduate student; or
- have applied for membership.

The research paper submitted for consideration for this award must have been conducted by a student. Newly certified school psychologists may submit research conducted while a graduate student, as long as the research upon which the submitted paper is based was conducted within two years of having completed it. A paper may have multiple authors, as long as the principal author meets the aforementioned criteria.

If the principal author is a student, he or she must be enrolled in a school psychology graduate program. If the principal author is not currently a student, he or she must have been enrolled in a school psychology graduate program within two years prior to submitting a paper.

A certificate and the monetary award for the winning paper will be given only to the author as defined above. If there are multiple authors, each AASP member will receive a certificate. The primary author will receive the monetary award and may decide to share with their coauthors or not.

The paper submitted must conform to standards outlined in the latest edition of the Publication Manual of the American Psychological Association. The paper must be submitted in its entirety, including an abstract and references. It must be typed and doublespaced and must not exceed 25 pages. Five copies of the paper must be submitted to the Research Committee chair by the deadline stated in the call for papers.

A paper may be in submission to a journal or other publication but may not already be published or in press. The paper may have been presented at another conference or workshop, but if it has been, then that must be disclosed as part of the submission.

Those submitting papers for consideration may be asked to present their papers at the upcoming AASP Conference, typically in a poster session.

Minority Scholarship

The AASP Minority Scholarship was established in 2017. Award(s) will be announced at the AASP Annual Conference. Funding will be allocated for the Fall or Spring term after the announcement. A scholarship in the amount of \$500-\$1,000 will be awarded to at least one chosen minority graduate student. The AASP Minority Scholarship may not be awarded twice to the same individual.

The Past President will put out the call for scholarship applications to university training directors and student members via email by August 1st each year. Only Educational Specialist degree students are eligible for this scholarship. A reminder call will go out via email in mid-August and applications will be due on September 15. Executive Leadership Committee oversees review and acceptance of Minority Scholarship applications. The Past President will facilitate the review of applications with the awards committee. All applicant and awardee communications will be facilitated by the awards committee. A majority vote of the Executive Board is required for any applicant to receive the minority scholarship.

The Executive Board is responsible for reviewing applications and selecting recipients.

Ethnic Definitions

The AASP criteria aligns with the criteria established by the National Association of School Psychologists Ethnic Minority Scholarship Program. Consistent with NASP, our categories follow the definitions and naming conventions of minority found in the *Federal Acquisition Regulations* 48 CFR 52.222-27 (see also: www.ecfr.gov). To date, the Federal Government has not changed its definition of minority.

The four eligible ethnic categories of our application are:

- **American Indian or Alaskan Native**
 - All persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.
- **Asian and Pacific Islander**
 - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
 - **Black**
 - All persons having origins in any of the black African racial groups not of Hispanic origin.
- **Hispanic**
 - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Eligibility: To be considered for this scholarship, the candidate must:

- Be a full-time or part-time minority student.
- Be a United States citizen.
- Be enrolled in or accepted for enrollment in an Educational Specialist or equivalent school psychology program that is NASP-approved and/or located in an institution that is accredited by the appropriate institutional regional accrediting agency recognized by the U.S. Department of Education (ADE if in Arizona), with the aim of becoming a practicing School Psychologist
- Be in good academic standing.
- Have a minimum cumulative overall GPA of 3.0 o Be an AASP member.

Scholarship funding is available to students enrolled in their program and accepted for enrollment for the Fall or Spring term. Scholarship funding is not retroactive for studies prior to the Fall term. If your graduation date (at the graduate level) falls before December of the current year, you are ineligible to apply. Applicants will be notified by September, and a formal announcement of awards will be made at the AASP annual conference. Awardees are expected to attend the conference and be recognized at the awards ceremony on Friday morning.

Section IX Conducting Bylaw Revisions

The association Bylaws can only be changed by the membership as a whole; however, the preparation of a revision of the bylaws involves a number of steps:

- A motion for a bylaw change can be proposed at any regular meeting of the Executive Board.
- The president shall appoint a committee to develop the rationale and wording of the proposed revision.
- The Board shall hear the revision and an open discussion will follow.
- At the next quarterly meeting of the Board, the bylaw revision will be given a final reading and a call for a vote on the motion be made.
- If approved, the revised bylaw shall be submitted to the membership for vote at the annual meeting or by some other approved method (website posting or electronic ballot).

An amendment also can be proposed by the membership, through submission of a petition signed by a minimum of 25% of the association's membership.

Section X Maintaining Historical Documentation

The Secretary shall maintain minutes from each meeting of the Executive Board and the association's annual meeting throughout the duration of their elected term. The Secretary shall maintain an accurate list of the association's equipment (computers, projectors, software, etc.) and its location. At the end of the secretary's term in office, official records of the association will be passed to the newly elected secretary.

The Secretary shall be responsible for formatting and submitting meeting minutes for posting to the association website to the association webmaster following each board meeting and annual business meeting.

The President and Treasurer are responsible for passing relevant materials on to their successors at the end of their elected terms in office. Minutes, spreadsheets, templates, letters, contracts, and other Board records will be maintained and updated in the AASP Google Leadership folders. Any confidential records will be securely stored with the administrative management director or in an alternate location.

Photographic records of the association are the responsibility of the Social Media coordinator.

The Executive Leadership committee is responsible for compiling and maintaining the important documents of the association and working with the Communications committee (e.g., newsletter editor, webmaster, social media coordinator). Accurate lists of prior award winners, association officers, etc. are shared on the website, through social media, and/or through the *Intervention*.

Section XI Association Timelines

Strategic Planning and Goal Review

Long-term strategic planning must happen at least every five years. The President is responsible for initiating such a planning process with approval of the Executive Board. At the annual leadership retreat, the Executive Board will review the association's goals and progress on the strategic plan and set association goals for the coming year.

Annual Association Calendar

Month/Day	Activity	Responsible Person/ Committee
July 1	New officers/leaders take office	
July	Award nomination materials prepared	Awards Chair (Past President) Research Committee chair
	Committee chairpersons selected	President
	Internal audit committee named	President
	Send Minutes of Summer Board Meeting to Webmaster for posting	Secretary
	Post Summer Board Meeting Minutes to Website	Webmaster
August 1	August <i>Intervention</i> e-mailed	Communications Committee
	Set-up Conference Registration Page	Communications Committee Webmaster
	Call for Minority Scholarship applications	Past President
15	Call for Professional Award nomination	Awards chairperson (Past President)
	Prepare draft of annual conference announcement	Conference Committee
	Executive Leadership Committee meets to prepare for September Executive Board meeting and plan for Annual Meeting of the association	President
September 1	September <i>Intervention</i> e-mailed	Communications Committee
September	Executive Board meets	President

	Committee chairpersons approved (unless done at previous board meeting)	Executive Board
15	Electronic conference booklet available on website	Conference Committee
15	Publicity out for National School Psychology Week	Professional Standards Committee; NSPW Coordinator
15	Minority Student Scholarship application deadline	Past President
30	Award nominee deadline, committees meet to review and select winners	Past President/Research Committee chairperson
	Internal audit completed	Treasurer and audit committee
October 1	October <i>Intervention</i> e-mailed	Communications Committee
	Final financial report prepared for previous fiscal year	Treasurer
	Send Minutes of September Board Meeting to Webmaster for posting	Secretary
	Post Sept. Board Mtg Minutes to Website	Webmaster
	Final planning for annual conference: speaker arrangements, AV equipment secured, etc.	Conference Committee
	Materials from annual conference speakers compiled and electronic conference agenda booklet published	Conference Committee/Association management
31	Deadline to renew memberships for current fiscal year	
November 1	November <i>Intervention</i> e-mailed	Communications Committee
November	Annual Conference	Conference Committee
	Annual meeting of the association	President
	Begin planning for next annual conference: determine date and venue	President-Elect
	Executive Leadership Committee meets to plan December Executive Board meeting	President
December 1	December <i>Intervention</i> e-mailed	Communications Committee

	Executive Board meets	President
January	Call for nominations for open offices out	Past President
	Send Dec. Board Mtg. Minutes and Annual Business Meeting Minutes to Webmaster	Secretary
	Post December Board Mtg. Minutes and Annual Business Meeting Minutes to website	Webmaster
February 1	February <i>Intervention</i> e-mailed	Communications Committee
	Executive Leadership Committee meets to plan March Executive Board meeting	President
	Secure major speakers for conference/contact exhibitors	President elect/association manager
March 1	March <i>Intervention</i> e-mailed	Communications Committee
March 1	New members joining after this date do not have to pay current year dues	
1	Nominations close	Past President
	Executive Board meets	President
	Budget managers notified of planning for next year's budget	Treasurer
5	Candidate statement questions google form sent out	Past President
15	Candidate statement questions form returned	Past President
30	Candidate statements and photos sent to <i>Intervention</i> editor and placed on website	Past President/ Web Master
April 1	April <i>Intervention</i> e-mailed	Communications Committee
	Electronic voting opens and announcement sent to members	Business management designee; Web Manager
	Prepare and send March Board Mtg. Minutes to webmaster	Secretary
	Post March Board Mtg. Minutes to website	Webmaster

1	The Past President will put out the call for scholarship applications to university training directors and student members via email	Past President
	Research committee chair announce call for posters to university training directors and student members via email	Research committee chair
	Next Past President announces call for Minority Student Scholarship and Student Research Awards to university training directors and student members via email	Incoming Past President
	Budget managers submit requests for next year's budget	Treasurer
	Draft budget prepared	Treasurer
20	Election voting closes	Web Manager
30	Election results shared with candidates and sent to Intervention editor	Past President
May 1	May <i>Intervention</i> e-mailed	Communications Committee
	Executive Leadership Committee meets to plan June Executive Board meeting/retreat/reviews proposed budget	President and President-Elect
	Past President sends a reminder regarding Minority Scholarship application deadline	Past President
June 1	June <i>Intervention</i> e-mailed	Communications Committee
June	Executive Board meets (reviews and adopts budget)	President and President-Elect
	Make assignments for annual conference, finalize speaker contracts/exhibitors, appoint committee members	President-Elect