

## **ISPA BYLAWS**

Proposal from the Constitution and Bylaws Committee – July 7<sup>th</sup>, 2023

### **Article I: Membership**

ISPA has individual and affiliate members.

#### *Individual Membership Categories*

There are four categories of membership: Members, Honorary Members, Students, and Associates.

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

*Honorary Members* enjoy the same privileges as Members, but do not have to pay membership fees.

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

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

#### *Affiliated Membership*

National, international, regional organizations, or sections/divisions of these, that have at least 30% of their members who are authorized to practice as school psychologists are eligible as Affiliate Organizations. The fee for affiliation is set by the Executive Committee. Affiliate Organizations have one vote in the affairs of ISPA. The executive body of an Affiliate Organization may mandate a member to represent the Organization at the General Assembly and inform the ISPA Executive Committee in writing by June 30<sup>th</sup>.

### **Article II: Membership Dues and Contributions**

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

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

### **Article III: Mission Partnerships**

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

### **Article IV: The General Assembly**

The General Assembly is responsible for approving the policies and budget of the Association. It consists of Members, Honorary Members, and representatives from Affiliate Organizations. The General Assembly convenes at least once during the Conference and on more occasions as needed. The President presides at these meetings. Motions before the General Assembly are decided by a majority vote. A ballot will be used to vote on policies and budgetary issues upon the approval of at least three members of the Executive Committee or 25% of the voting members present at the General Assembly.

### **Article V: The Executive Committee**

The members of the Executive Committee constitute the officers of the Association. The Executive Committee meets during the annual Conference, and at other times deemed necessary. It can make decisions by a majority vote of those present. Decisions may also be made via electronic communication. An Operations Handbook defines the day-to-day operations of the Association.

The Executive Committee can terminate membership for any member upon recommendation by the Ethics Committee.

## **Article VI: Officers**

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

*The President* serves a two-year term of office and is responsible for conducting the business of the Association in coordination with the Central Office. The President chairs the Executive Committee and represents the Association at all formal functions or designates someone to do it.

*The President-Elect* serves a two-year term of office, serves as the President of the Association should the President be unable to function and assumes the office of the President at the end of the previous President's term.

*The Past President* serves a two-year term of office and serves as the President of the Association should the President and the President-Elect be unable to function. The Past President chairs the Constitution and Bylaws Committee and the Nominations and Elections Committee.

*The Treasurer* serves a three-year term of office, is responsible for the income and disbursement of funds as authorized by the Executive Committee, prepares an annual financial report for the Membership, a proposal for the annual budget, and provides for an audit of funds.

*The Secretary* serves a three-year term of office, records and distributes the minutes of the Executive Committee and General Assembly meetings, is responsible for the updating of the Operations Handbook, and officially communicates all business of the Association.

- 2 Officers of the Association may serve a maximum of six consecutive years in one or more elected offices. They may be nominated and stand for office again after not serving as an officer for three or more years.
- 3 Elections of officers are held among all eligible members in January. A call for nominations of the officers is published through ISPA publications in September/October. Elections are carried out in electronic form. The Central Office, under the supervision of the Nominations and Elections Committee, organizes the ballot and counts the votes. The Nominations and Elections Committee notifies members of the result after first informing each candidate.

## **Article VII: Central Office**

The Central Office is responsible for performing the administrative tasks, as directed by the Executive Committee under the terms of their letter of Agreement. The Executive Committee is authorized to determine the location of the Association. The street, telephone numbers, and e-mail address of the Association appears on the Association's letterhead and other official documents and publications.

## **Article VIII: Publications**

ISPA publishes a Newsletter and an ISPA Journal. It maintains a Website and a Social Media presence. Each individual member and affiliate organization will be given free access to the Newsletter and the ISPA Journal.

## **Article IX: Committee Structure**

ISPA Committees include Standing Committees, Task Forces, and Interest Groups.

1. Standing Committees are Committees established in the Bylaws. These are the Executive Committee, the Constitution and Bylaws Committee, the Membership Committee, the Ethics Committee, the Nominations and Elections Committee, the Publications Committee, and the Convenors Committee.
2. Purposes and chairs of Task Forces are determined by the Executive Committee and published on the ISPA website.
3. Purposes and chairs of the Interest Groups are agreed with the Executive Committee and published on the ISPA website.
4. Membership of an ISPA Committee requires ISPA membership.

## **Article X: The Conference**

- 1 An ISPA Conference should be held either every year or every other year, depending upon a vote of the Executive Committee. The theme of each Conference of general interest to practicing school psychologists throughout the world.
- 2 The Central Office, the Convenors Committee and a designated member of the Executive Committee support the Local Organizing Committee in organizing the conference.
- 3 Each year, the EC issues a call for candidates for a theme and venue to organize the conference. The EC may designate two years in advance which Local Organizing Committee can host the conference.

The Executive Committee signs a contract with the Local Organizing Committee on the engagements that each party takes in the organization of the Conference, the modalities, financial aspects, and planning of ISPA activities during the Conference.

**Article XI: Constitution and Bylaw Changes**

The Constitution and Bylaws is reviewed every 2 years by the Constitution and Bylaws Committee. The Constitution and Bylaws may be amended only by ballot. A proposed amendment is discussed and possibly amended at a General Assembly, and no later than 120 days thereafter a ballot is held among all eligible members. The Central Office, under the supervision of the Constitution and Bylaws Committee, organizes an electronic ballot and counts the votes. The Constitution and Bylaws Committee notifies the members of the results through ISPA publications. The date upon which the changes become effective will be indicated.

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