

Constitution of the Maumee Valley School Psychology Association

Article I. Definition of Key Terms

Constitution: The primary document of Maumee Valley School Psychology Association, which serves as the basic charter to guarantee rights and powers to the members.

Organization: The term which designates and refers to the Maumee Valley School Psychologists Association.

Article II. Name and Office

Section 1. Name

Name of the organization shall be Maumee Valley School Psychologists Association, which shall be a not-for profit organization.

Section 2. Office

The Organization shall not maintain a permanent office, but shall maintain serving the counties of Defiance, Erie, Fulton, Henry, Hancock, Huron, Lucas, Ottawa, Sandusky, Seneca, Williams and Wood.

Article III. Mission of the Organization, Limitations and Dissolution

Section 1. Mission

The mission of the Organization shall be to foster professional growth and communication among school psychologists and other personnel responsible for psychological services and to work and support changes in local, state, and federal policy and legislation which are in the best interests of children, child development, and mental health.

Section 2. Limitations

The Organization shall be nonprofit, nonpartisan and nonsectarian in its purposes and activities.

Section 3. Dissolution

The Organization shall use funds only to accomplish the objectives and purposes specified in the Constitution, and no part of said funds shall inure to or be distributed to the members of the Organization. On dissolution of the Organization, any funds remaining after the payment of all debts shall be distributed to one or more not-for-profit corporations with goals similar to this one, or to one or more regularly organized charitable, educational, or philanthropic organizations to be selected by the membership.

Article IV. Membership

Section 1. Membership

The following categories shall describe membership in the Organization:

- a. Regular Member
 - Certified and/or Licensed School Psychologist
- b. Intern Member
 - Intern School Psychologist enrolled in a School Psychology Program
- c. Student Member
 - Enrolled in School Psychology Program
- d. Retired Member
 - Retired School Psychologist
- e. Other categories may be created and defined as the need is recognized by the Executive Board.

Article V. Officers

Section 1. Officers

The following shall describe officers of the Organization:

- a. The officers of the Organization shall be President, the President Elect, the Secretary, the Treasurer/Membership Chair, OSPA Representative and University Liaison. All officers shall be regular members of the Organization.
- b. The names of candidates for elective office shall be submitted in the April. Candidates shall be elected to office by vote of the members by electronic ballot.
- c. All elected officers shall serve in office one year. In the event that the President shall not serve out his/her full term for any reason, the President Elect shall succeed to the unexpired term thereof and continue as President through the following year. If the President Elect is unable to succeed to the Presidency, both a President and President Elect shall be elected by the membership at the time of the next election.
- d. The Executive Board, by majority vote, shall fill any vacancy created in any elected, unexpired office except for the office of President Elect. Any member so chosen shall serve until the term of the vacated office has expired and a successor has been duly elected.

Article VI. The Executive Board

Section 1. The Executive Board

The following describes the Executive Board:

- a. The Executive Board shall consist of the Officers and a University Liaison, and OSPA Representative.
- b. The Executive Board shall conduct all matters of business, administer policy, and make recommendations to the membership. The Executive Board shall be charged with conducting the continuing affairs of the Organization.

Article VII. Committees

Section 1. Appointments

The President shall appoint the following Committee Chairs as needed. The President shall be an ex officio member of all committees.

Article VIII. Meetings

Section 1. Time and Place

A yearly meeting of the Organization shall be held at such time and place as determined by the Executive Board. Other meetings shall be determined and announced to the membership.

Section 2. Quorum

Executive Board - A quorum shall consist of one-half of the duly constituted body. When necessary, Executive Board members may be polled by telephone instead of coming together as a body to conduct a special meeting. Minutes of such telephone meetings shall be kept in the same manner as all other minutes of the Executive Board.

Article IX. Finances

Section 1. Dues

Membership dues shall be payable July 1 for the entire year. The membership dues shall be used for:

- a. Speakers for the Workshops
- b. Refreshments at the meetings
- c. Communication among the membership (flyers, etc.)
- d. Other expenses deemed appropriate by the Executive Board in keeping with the purposes of the Organization.

Section 2. Budget and Fiscal Year

The Executive Board, upon recommendation of the Treasurer, shall present an annual budget to the membership for adoption. The fiscal year shall be determined by the Executive Board and shall coincide with the elective year for Officers.

Section 3. Expenditures

Upon adoption of the budget, all accounts being duly approved by the Treasurer or, in his or her absence, the President, shall be paid by voucher signed by those authorized to issue checks on behalf of the Organization.

Section 4. Debt

No member of this Organization shall contract, or cause to be made in the name of the Organization, any debt for any reason whatsoever without the specific and proper authorization of the Executive Board.

Section 5. Audit

The Executive Board may cause the account of the officer handling funds of the Organization to be examined annually by Board.

Section 6. Dedication of Funds and Dissolution

All assets of this organization shall be permanently dedicated to the purposes set forth in Article III and in case of dissolution of the Organization, all assets will be distributed to a public or tax exempt cause as provided in Article III of this Constitution.

Article X. Amendment of the Constitution

The Constitution of the Organization shall be amended by mail to the membership. A two-thirds vote of those voting by mail ballot shall be required for an amendment to pass. The mail ballots must be returned within 15 days.

Article IX. Effective Date

This constitution, upon ratification, shall be come effective immediately.

ASSOCIATION BYLAWS FOR MVSPA

Article IV. Membership

Section 1. Eligibility, Election, Voting, Term Limits

All persons defined as members may vote.

Article V. Officers

Section 1. Roles and responsibilities

President: Presides over all regular and exec board meetings, receives reports from any standing or ad hoc committees, disseminates information to members and attends school psychology association meetings as required

President President: Assist president and act as president if needed.

Responsible for managing all workshops and seminars

Secretary: Attend all meetings (or find alternate if cannot attend) Record meeting minutes, record attendance.

Treasurer/Membership Chair: reminders and notifications through e-mail and about meetings, attends all meetings and provide information on association balance and financial activities, balancing checkbook and keep records of all deposits and withdrawals, documents membership status, reimbursement, attend any association meetings as required for matters concerning finance and budge

OSPA Liaison: serves as communication link between the regional and state association.

Article VI. Executive Committee

Section 1. Committee Members

Consists of President, President Elect, Secretary, Treasurer/Membership Chair and University Liaison. Shall meet as needed and provide report of all actions and activities at the next membership meeting.

Article VII. Committees

Section 1. Committee Chairs

Chairs will be appointed by the executive committee as needed.

Article VIII. Meetings

Section 1. Meeting Times

Meetings will be held on time per year. The time and day of meetings will be decided at the first Executive Board meeting of the year.

Article IX. Finances

Section 1. Membership Fees

A yearly membership fee of \$20 for regular members, \$15 for intern members, \$5 for student members, and free for retired members. Benefits of full membership status cannot be given until the membership fee has been paid