



SAN DIEGO COUNTY ASSOCIATION OF SCHOOL PSYCHOLOGISTS

By-Laws

Adopted August 2019

Revised January, 2018

Revised June, 2019

Article 1. Name and Principal Office

Section 1.1. Name. The Name of the Association shall be the San Diego County Association of School Psychologists (SANDCASP).

Section 1.2. Principal Office. The principal office for the transaction of the activities, affairs, and business of the Association shall be located at the San Diego County of Education (SDCOE) at 6401 Linda Vista Rd. San Diego, CA 92111. The mailing address is P.O. Box 880161 San Diego, CA 92168-0161. The Board may from time to time, in its discretion, change the principal place of business; and such change shall not be considered an amendment to these bylaws.

Article 2. Mission Statement and Objectives

Section 2.1. Mission Statement. The San Diego County Association of School Psychologists supports local school psychologists to take a whole-child approach to education as they assist teachers, administrators, students, and support staff to meet the intellectual, social, behavioral, and emotional needs of each and every child in the county.

Section 2.2. Objectives.

1. To encourage professional growth through research and workshops.
2. To provide a professional forum for interaction and communication among members.
3. To promote high ethical standards relevant to professional duties.
4. To provide knowledge of and communication with other professional organizations.
5. To provide support and ideas to the state and national organizations, CASP and NASP.
6. To develop competency in assessment.

Article 3. Membership

SANDCASP is an affiliate of the California Association of School Psychologists (CASP) and encourages membership in the state organization.

Section 3.1. Classes of Members. Eligibility for membership in (The Association) SANDCASP should meet the requirements set forth by CASP as follows:

- (a) **Regular members.** Regular members shall be persons who serve in schools as properly credentialed school psychologists or licensed educational psychologists who are actively engaged in the supervision of or have administrative responsibility for psychological services in public or private schools in California. Regular members also include trainers in college or university school psychology programs.
- (b) **Associate members.** Associate members are those persons who are engaged in educational administration or another field that is closely related to school psychology but is not primarily school psychological in nature, and who have the appropriate licenses and credentials for their positions. Persons otherwise eligible for regular membership but on leave of absence from their

positions as attested by a letter from their place of employment. School psychologists employed outside of California.

- (c) **Student members.** Persons who are students enrolled in a training program leading to a credential or degree in the area of school psychological services.
- (d) **Retired members.** Persons who have retired from active employment and are not qualified for any other class of membership.

Section 3.2. Rights of Members. An active member of (the Association) SANDCASP will be entitled to the rights and privileges of membership by payment of annual dues in the manner and amount provided by the bylaws.

Section 3.3. Eligibility. Since CASP requires that affiliates must have at least sixty percent of their membership be CASP members, the Executive Board will review all applications for membership to assure eligibility.

Section 3.4. Dues. Annual dues will be determined by the Executive Board with the approval of a majority of the voting members. Receipts sent to members to confirm their membership status once they have paid. Membership dues are non-refundable.

Section 3.5. Term of Membership. Annual membership expires each June and must be renewed for the subsequent school year. Membership can be terminated voluntarily by a member or by the association. The Association may terminate a member for cause if the member is provided written notice and an opportunity to be heard.

Section 3.6. Open Meetings. All meetings shall be open to all members of the Association. A meeting may not be closed except for good cause and upon the vote of at least two-thirds of those entitled to vote at such meeting, and then only for such portion of the meeting as it is necessary to achieve the purpose for which the meeting was closed.

Section 3.7. Member Information. Board members will have access to all member information instead of just the Membership committee.

Article 4. SANDCASP Board Members

Section 4.1. Board. The following positions comprise the SANDCASP board:

- a. **Executive board.** The executive board includes the current year President, President-Elect, Secretary, Treasurer, Immediate Past-President, and CASP Affiliate Representative.
- b. **Members at large.** Six to eight members.
- c. **Student representatives.**
- d. **Additional members.** May be appointed committee members and would not be able to vote.

Section 4.2. Terms of Office. The Term of office shall begin in June of the current school year through June of the following school year. Any member in good standing will be eligible for office. Executive

Board must be members of CASP to be considered eligible to serve. Meetings of the Executive Board will be held once a month at the discretion of the President but not less than four times a year.

- (a) **President, President-Elect, and Immediate Past President.** The term of office for the President, President-Elect, and Immediate Past President shall be one year, commencing July 1st of the year elected. The office of the President shall automatically be filled each year by succession to such office by the person who served as President-Elect for the prior year; and the office of Immediate Past President shall automatically be filled each year by succession to such office of the former President. The President-Elect shall automatically become President with the beginning of the new term of office when he/she accepts the gavel adjourning the final SANDCASP Board of the school year.
- (b) **Secretary.** The term of office for the Secretary shall be two years, commencing July 1st of each odd-numbered year for a maximum of two consecutive terms.
- (c) **Treasurer.** The term of office for the Treasurer shall be two years, commencing July 1st of each even-numbered year for a maximum of two consecutive terms.
- (d) **CASP Regional Representative.** CASP Regional Representative shall serve the same term as outlined in the CASP bylaws, commencing July 1st of the year elected.
- (e) **Board Members at Large.** Board Members at Large shall serve a minimum of one year, commencing July 1st of the year elected.
- (f) **Student Representatives.** Student Representatives shall serve a minimum of one year, commencing July 1st of the year elected.

Section 4.3. In return for serving on the Executive Board of (The Association) SANDCASP, board members and student representatives in good standing are eligible to attend SANDCASP workshops and events free of charge.

Section 4.4. Duties.

- (a) **President.** The President shall preside at all meetings, chair the Executive Board, and serve as member ex officio at all standing committees. He/She shall appoint, with board approval, all chairpersons of committees, oversee programs and workshops in the current year of his/her office, and coordinate activities which include, arranging accommodations for speakers, corresponding with presenters and officials from CASP and NASP, and overseeing all committee chairs. In the event that any executive board member shall be unable to serve out his/her term, the President shall appoint, with the approval of the Executive Board, an interim successor to serve until the next election.
- (b) **President-Elect.** The President-Elect shall assume the duties of the President in the absence of the President. In the event the President shall be unable to serve out his/her term, for any reason, the President-Elect shall succeed to the unexpired term and continue as President through the following year unless the President-Elect succeeds to the office within the first three months of the term. The President-Elect shall attend all board meetings, attend a majority of workshops to help with registration, setup, and cleanup, and be responsible for raffle tickets, prizes, and drawings at all non-paid events. With the President, the President-Elect shall plan and schedule speakers for the upcoming year's program of lectures and workshops. This would

include scheduling facilities, arrange for speakers within topic areas, provide accommodations and transportation for presenters, produce a program brochure, which lists workshops for the following year, and support the President with current program arrangements.

- (c) **Secretary.** The Secretary shall assume duties customary to their offices. The Secretary shall attend all board meetings, record and log minutes of board meetings, send reminders to board members about upcoming events, and other responsibilities as assigned by the President.
- (d) **Treasurer.** The Treasurer shall assume duties customary to their offices. The Treasurer shall balance the checkbook and monthly bank statement, deposit all checks and monies received (for dues, workshops, etc.) into the SANDCASP bank account, maintain copies of receipts for all purchases and/or records of all debit transactions, write checks to cover debits/expenses, and organize books in order to compile and present a monthly report at the board meetings. The Treasurer shall attend all board meetings, promptly respond to school district Purchase Orders with Invoices, and regularly check SANDCASP P.O. Box.
- (e) **CASP Regional Representative.** The Regional Representative shall act as a Board representative for the interests of the members of SANDCASP. They shall serve as a liaison between CASP and SANDCASP, acting to facilitate communication in matters of mutual interest and concern to members. The Regional Representative will represent CASP in SANDCASP meetings, communicate on a regular basis with SANDCASP board, and regularly attend SANDCASP board meetings.
- (f) **Members-at-Large.** Members-at-large shall attend all board meetings and attend a majority of the workshops to help with registration, setup and cleanup.
- (g) **Student Representatives.** Student representatives from each school psychology graduate program/cohort will be invited to attend board meetings as non-voting members to provide input to the board, participate in committee duties, and act as liaisons between the Association and their affiliated graduate program/cohort.

Section 4.5. Nominations. Nominations for office shall follow this procedure:

- (a) The annual election of board members shall be by ballot prepared by a nominating committee consisting of up to three members, including the Immediate Past-President. Membership on the committee shall not preclude the possibility of members of the nominating committee being nominated for office.
- (b) Nominations shall be accepted from the floor by any voting member made at the meeting which preceded the annual meeting.
- (c) A Call for Nominations will go out to all members by March 1st. The ballots will be sent out by April 15th. The deadline for ballots shall be May 1st. Consent of nominees must be obtained before their names may be placed on the ballot.
- (d) Of the ballots returned to the committee by May 1st, a majority shall determine election to office. If all offices are unopposed, then vote by the majority of the Executive Board Delegates will determine election to office and no ballot will be sent to members.

Section 4.6. Compensation. No board member, in any capacity, shall be entitled to any compensation for services rendered. The Association shall, however, pay or reimburse the reasonable expenses

incurred in connection with carrying out their duties on behalf of the Association. Reimbursement shall be done via check only by the Treasurer.

Article 5. Committees

Section 5.1. Creation of Committees. All committees shall be established by the Executive Board when needed.

Article 6. Meetings

Section 6.1. Place of Meeting. All meetings of the Board shall be held at such places as the Board may determine.

Section 6.2. Annual Meeting. The Board shall hold an annual meeting for the purpose of adopting a budget, reviewing the business and affairs of the Association, receiving reports from board members, determining committees, and transacting the other business of the Association. Said meeting shall be held in August of each year, as soon as reasonably possible after new board members take office. New Board members will be trained on the policies and procedures during this meeting.

Section 6.3. Regular Meetings. A minimum of four board meetings shall be held each year. The Board shall hold regular meetings set by the President. At such meetings the Board shall review the business and affairs of the Association, receive reports from board members and committees, and transact the other business of the Association. Notice of the meetings shall be sent out by the President electronically.

Section 6.4. Quorum. One quarter of the voting membership shall constitute a quorum. One quarter of the Executive Board shall constitute a quorum.

Section 6.5. Telephonic Meetings. Members of the Board may participate in meetings through the use of conference telephone, electronic video screen communication or other communications equipment, which participation shall constitute presence in person at the meeting. The Board must ensure that each participating board member can communicate with all board members concurrently, have the means to participate in all matters, including the capacity to propose, or to interject an objection, to each action taken, and appropriate means are used to verify that persons participating is entitled to participate in the meeting and that all statements, questions, actions and/or votes are made by entitled board members.

Section 6.6. Action without a meeting. Any action that the Board is required or permitted to take may be taken without a meeting if all Board members consent in writing to that action. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such constraints shall be filed with the minutes of the proceedings of the Board.

Article 7. Amendments of Bylaws

Section 7.1. Amendments by members and/or board. Amendments or revisions shall be initiated by the Executive Board or twenty percent of the voting members and shall be communicated to the

membership by mail at least ten days prior to the meeting in which voting shall take place. Adoptions, amendments, or revisions shall be approved by two-thirds of those voting.

Section 7.2. Record of Amendments. The Secretary shall keep complete records of all amendments for at least five years after the effective date thereof, including the bylaws as they existed before each amendment.