

# CONSTITUTION AND BYLAWS

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Of the Massachusetts School Psychologists Association



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**CONSTITUTION AND BY LAWS OF THE  
MASSACHUSETTS SCHOOL PSYCHOLOGISTS ASSOCIATION, INC.**

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**ARTICLE I.**

**NAME, OBJECTIVES, GOVERNANCE, AND LIMITS**

**Section 1.**

**NAME**

The name of the organization shall be the Massachusetts School Psychologists Association, Incorporated, hereinafter referred to as the MSPA.

**Section 2.**

**OBJECTIVES**

- a. To advance School Psychology as both a science and a profession, with the ultimate goal of providing and promoting learning, human welfare and dignity in schools within the laws of the Commonwealth of Massachusetts.
- b. To stimulate and advance quality education for all students through the development of sound educational programs based on psychological research.
- c. To promote the emotional and social development and psychological well-being of all students in the Commonwealth of Massachusetts.
- d. To promote and advance interests and concerns of Certified School Psychologists in the Commonwealth of Massachusetts through a statewide organization.
- e. To provide opportunities through which those engaged in school psychological services may exchange ideas, seek solutions to common problems, and advance their professional growth.
- f. To promote and adhere to the highest standards of ethics in the profession of school psychology.
- g. To advance professional rights and to enhance professional responsibilities in order to further the consistent development and improvement of the profession and its practitioners.
- h. To establish and maintain an independent, self-governing organization, with full and effective participation of all its members.

**Section 3.**

**GOVERNANCE - ARTICLES OF INCORPORATION**

The MSPA shall be governed by its charter, these By Laws, the Articles of Incorporation, any Standard Rules, and by such actions as the Officers and Executives may take consistent therewith, which shall be placed in a policy or operations manual.

**Section 4.**

**LIMITS**

- a. The objectives of the MSPA shall be as stated in Section 2. The MSPA shall have all power necessary and proper to take action for the attainment of these goals. Nothing in these By Laws shall be construed to prevent the MSPA from pursuing objectives which are consistent with the stated goals of the MSPA.

- b. The MSPA shall be non-profit, non-partisan, and nonsectarian in its purpose and activities.
- c. The Board of Directors of the MSPA is authorized and directed to establish specific objectives within the framework of the objectives in Section 2. These specific objectives shall be reviewed annually, revised if necessary, and published to alert the membership of such objectives.

## **ARTICLE II.**

### **Section 1.**

## **MEMBERSHIP**

### **CLASSES OF MEMBERSHIP**

Individual membership in the MSPA shall be classified as Active, Associate, Honorary, Student, Life, Transitional, and Retired, and shall be available to those who pay the prescribed dues.

- a. Active Membership consists of those persons who are certified as School Psychologists in the Commonwealth of Massachusetts.
- b. Associate Members are other individuals such as clinical psychologists, guidance counselors, adjustment counselors, vocational counselors, social workers, special educators, learning disability teachers, and/or members of other related fields. Associate Members should be interested in the advancement of psychological services in schools, but are ineligible for active membership. Application for the above membership shall be made in writing. The Board of Directors of the MSPA, with a recommendation from the Membership Committee, shall be the final determiner granting Associate Membership.
- c. Honorary Membership may be conferred by a two-thirds vote of the MSPA Board of Directors.
- d. Student Membership of the MSPA shall consist of Undergraduate and Graduate students pursuing training in the field of psychology which leads to being certified as a School Psychologist in the Commonwealth of Massachusetts. Student Membership may also be granted to others who are pursuing a course of study in another related field as mentioned in Article II, Section 1-b, and are not certified school psychologists.
- e. Life Membership may be granted to active members who have reached the age of sixty-five years and who have been members of this association for a period of ten consecutive years. Life members will enjoy all the privileges of membership, but will be exempt from dues.
- f. Transitional Membership may be granted to newly certified School Psychologists who are in their first and second year post-graduation. Transitional Members will enjoy all the privileges of membership, at a reduced membership rates.
- g. A Retired Member is anyone holding Active Membership for a period of five (5) consecutive years who retires from remunerative professional activity.

### **Section 2.**

### **MEMBERSHIP APPLICATION AND ELIGIBILITY PROVISIONS AND LIMITATIONS**

- a. All petitions for membership shall include an application along with any appropriate supportive material (copies of certification, college transcripts,

resumes, etc.) and shall be filed with the Chairperson of the Membership Committee.

- b. Upon approval of the Membership Committee, the applicant shall be placed in a membership category as listed in Section 1.
- c. Only Active Members, Life Members, and Transitional Members as defined in Article II, Section 1-a, Section 1-e, or Section 1-f shall have the privilege of voting and holding office in the MSPA.
- d. Membership shall continue only so long as the current annual dues are paid, with the exception of Life Members.
- e. The membership year shall be from September 1 to August 31 of the following year.
- f. The MSPA shall not deny membership to individuals on the basis of race, creed or color, national origin, handicap, sex, or sexual preference.

### **Section 3.**

#### **MEMBERSHIP CLASSIFICATION CHANGES**

Upon the recommendation of the Membership Committee, members may be moved from one category to the other if the requirements of such category are satisfied and approved by the Membership Committee and/or the Board of Directors of the MSPA.

### **ARTICLE III.**

#### **MSPA ETHICAL STANDARDS**

### **Section 1.**

#### **CODE OF ETHICS**

The MSPA recognizes that School Psychologists must take an active interest in ethical and legal issues pertaining to their professional services. Therefore, it is required that the membership adheres to the following:

- a. Ethical Standards as prescribed by the National Association of School Psychologists (NASP).
- b. Ethical Standards of Psychologists as published by the American Psychological Association (APA).
- c. Any Code and Case materials and decisions drawn from the NASP Ethics Committee.
- d. Any Code and Case materials and decisions drawn from APA Committee of Professional Ethics and Conduct.
- e. Code and Cases as published by the MSPA.

### **Section 2.**

#### **MSPA SUSPENSION POLICIES**

The Board of Directors of the MSPA, including elected and appointed officers, and all committee chairpersons reserve the right to suspend any member of the MSPA who has willfully violated any, some, or all of the principles of the Ethical Code as set forth in Article III, Section 1. Any member brought to the attention of the Board of Directors, by written complaint, has the right to a full hearing before the Board to substantiate due cause if so desired by the member. Upon such hearing, the committee will vote on whether to continue or suspend the member in question. A two-thirds majority vote of the Board of Directors will be necessary for suspensions. The President may create a subcommittee on hearings and suspensions.

## **ARTICLE IV.**

## **MSPA OFFICERS**

### **Section 1.**

### **EXECUTIVE OFFICERS**

The Executive Officers of the MSPA shall be the President, President-Elect, Vice President, Secretary, Treasurer, Past President, and NASP Delegate.

### **Section 2.**

### **QUALIFICATIONS FOR EXECUTIVE OFFICERS**

All candidates for the position of Executive Officers as mentioned in Section 1 should have been active members of the MSPA for at least two years immediately preceding the election. All Executive Officers shall maintain active membership in the MSPA.

### **Section 3.**

### **ELECTIONS**

All officers shall be elected to office by a plurality of voting membership. The voting shall be by secret ballot. The process of voting and the installation of officers shall take place during the spring every other year, on even years.

### **Section 4.**

### **TERMS OF OFFICE**

- a. All elected officers shall hold office for a term of two years.
- b. The two-year term of office shall be defined as the time period from September 1 through August 31 of the second year.
- c. The office of the President shall not be held by the same individual for terms that are consecutive.
- d. All executive officers shall hold office for no more than two consecutive terms.
- e. Prior to September 1 following the election the Office will be designated "elect."

### **Section 5.**

### **SUCCESSIONS AND VACANCIES**

Vacancies of any of the officers referred to in Article V, Section 1, occurring by reason of death, illness or personal reasons, resignation, incapacity, judgment or impeachment, or other disqualification shall be filled as follows:

- a. The President-Elect shall assume the position of "Acting President" until an election can be held through the membership to elect a new President to complete the vacated term of office.
- b. The Vice-President shall assume the position of "Acting President" when both the President and President-Elect are unable to serve. In this case, an election will be held through the membership to elect a new President and President-Elect to fill the remainder of the term. Other vacancies will be filled in accordance with paragraph (c) below.
- c. Any other vacancy shall be filled for the remainder of the term of office by a majority vote of the MSPA Board of Directors.

### **Section 6.**

### **IMPEACHMENT**

Executive Officers of the MSPA may be impeached for violation of the MSPA Ethical Standards as designated in Article III, for misfeasance, for malfeasance, or for nonfeasance in office.

- a. Impeachment proceedings against an Officer shall be initiated in writing by the President of the Board or by a member of the Board.
- b. If after a due process hearing before the Board of Directors of the MSPA, a two-thirds vote of the Board of Directors regarding the charge is sustained in the affirmative, then the office shall be considered vacant.

## **ARTICLE V.**

### **PROCEDURES FOR NOMINATIONS AND ELECTION OF OFFICERS**

#### **Section 1.**

Any Active Member in the MSPA for two years shall be eligible to hold office in the Association under the provisions of Article V in the By Laws.

#### **Section 2.**

The Nominations Committee shall issue a call for nominations to office in an election year.

#### **Section 3.**

Candidates for office shall submit to the Nominations Committee a vita and a written statement of desire and intent regarding their perspective office.

#### **Section 4.**

After the screening of prospective candidates by the Nominations Committee, the name or names of the selected nominees shall be placed on the ballot for the office designated.

#### **Section 5.**

The ballot shall provide space for write-in candidates who may be elected by a plurality of the voting body in a like manner as those candidates listed by the Nominations Committee. These candidates must be members of the organization for two years prior to their holding office. This is required for all candidates, regardless of how they are nominated.

#### **Section 6.**

Ballots shall be sent out in accordance with each member's preferred contact method during the Spring of an election year. Ballots will be counted four weeks from the mailing date.

#### **Section 7.**

The newly elected officers shall be introduced to the members during the Annual Business Meeting and/or by newsletter and installed at the June Board of Directors meeting.

## **ARTICLE VI.**

### **DUTIES OF MSPA ELECTED OFFICERS**

#### **Section 1.**

#### **POWERS AND DUTIES OF THE PRESIDENT**

- a. The President shall be the Chief Executive Officer of the Association and its policy leader.
- b. The President shall represent the MSPA as spokesperson on matters of policy or assign responsibility for such representation.
- c. The President shall supervise all plans for the effective work of the MSPA.
- d. The President shall have the power to appoint chairpersons and/or co-chairpersons of all committees subject to the approval of the Executive Committee. Vacancies after the Board is constituted are filled subject to the approval of the Board.
- e. The President shall prepare the agenda for the Board of Directors meetings and for the Annual Business Meeting.
- f. The President shall review MSPA policies and recommend priorities to be considered by the Board of Directors.

- g. The President shall perform the duties as stipulated in the Charter, in the By Laws, and such other duties as are customarily assumed by the Chief Executive Officer of any association.
- h. The President shall have the power to designate awards to members for service to the Association.
- i. The President shall accept the resignation of any Officer, Director, or Chairperson, in writing.

## **Section 2.**

### **POWERS AND DUTIES OF THE PRESIDENT-ELECT**

- a. The President-Elect shall be responsible for the administrative and executive function of the MSPA and assist the President in organizing the Annual Business Meeting.
- b. The President-Elect will develop human and other resources for the purpose of improving administrative/clerical functioning of the Board and Committees, and for expanding MSPA visibility.
- c. The President-Elect will oversee the development of a human resource list, targeting retired members, members from various regions, and members who are generally available to represent MSPA interests throughout the state.
- d. The President-Elect shall be responsible for compiling and publishing the MSPA Annual Report, which will include committee reports and will be presented to the membership at the Annual Business Meeting.
- e. The President-Elect, together with the Secretary, shall maintain policy and/or operations manuals.
- f. The President-Elect shall act as President if the President is unable to perform the duties of that office in the case of absence, illness, death, or for any other reasons.
- g. The President-Elect shall perform such other duties as are stipulated by the MSPA By Laws, and at the request of the President.

## **Section 3.**

### **POWERS AND DUTIES OF THE VICE PRESIDENT**

- a. The Vice President shall act for the President when the President and President-Elect are unable to perform the duties of that office in cases of absence, illness, death, or for any other reason.
- b. The Vice President will have overall planning and coordinating responsibilities for all professional development activities sponsored or co-sponsored by MSPA during the academic year.
- c. The Vice President will design, in conjunction with Chairs from Continuing Education, Program, and Chapter Representatives, a comprehensive Professional Development plan that reflects both membership needs and the anticipated needs of the profession.
- d. The Vice President will conduct periodic assessments of membership needs with regard to Professional Development.
- e. The Vice President shall perform such other duties as are stipulated by the MSPA By Laws, and at the request of the President.

#### **Section 4.**

#### **POWERS AND DUTIES OF THE TREASURER**

- a. The Treasurer shall be the custodian of all the funds belonging to the MSPA, and shall deposit them in the name of the Massachusetts School Psychologists Association, Inc., in financial institutions chartered to do business in Massachusetts. The funds of the MSPA shall only be expended on matters consistent with the objectives of the MSPA.
- b. The Treasurer shall provide for the examination of all bills before payment is authorized.
- c. The Treasurer shall make all disbursements by check bearing the name of the Massachusetts School Psychologists Association, Inc., which shall be signed by the Treasurer.
- d. The Treasurer shall reimburse members of the Board for expenses incurred in carrying out their specific functions.
- e. The MSPA Board of Directors shall approve any expenditure that is outside the budgetary allowance.
- f. The Treasurer shall prepare annual financial reports and proposed annual budgets, as required or requested by the President or the Board of Directors, and complete all federal and state tax forms as required by law.
- g. The Treasurer shall prepare a monthly report of the financial status of the MSPA to be presented at the Board Meetings.
- h. The Treasurer shall keep written records, receipts, and other documents to verify the financial status of the MSPA.
- i. The Treasurer shall be on the Program Committee.
- j. The Treasurer shall perform such other duties as are customarily involved in the work of an Executive Officer, or duties as stipulated by the MSPA By Laws, and at the request of the President.

#### **Section 5.**

#### **POWERS AND DUTIES OF THE SECRETARY**

- a. The Secretary shall be responsible for preparing records and minutes of all official MSPA Board of Directors Meetings and for distributing the minutes and other materials of such meetings.
- b. The Secretary shall be responsible for having a copy of the By Laws on hand at Board Meetings.
- c. The Secretary shall handle routine correspondence as designated by the President.
- d. The Secretary shall assist the Records and Archives Committee.
- e. The Secretary shall assist the President-Elect in compiling the policy and operations manual.
- f. The Secretary shall perform such other duties as are customarily involved in the work of an Executive Officer, or duties as stipulated by the MSPA By Laws, and at the request of the President.

#### **Section 6.**

#### **POWERS AND DUTIES OF THE PAST PRESIDENT**



- a. The Past President shall assist the President in the implementation of Presidential duties and perform such other duties that will contribute to the MSPA.
- b. The Past President shall act as an advisor to the MSPA President and Executive Committee.
- c. The Past President shall chair the Nominations Committee.
- d. The Past President shall perform such other duties as are stipulated by the MSPA By Laws, and at the request of the President.

**Section 7.**

**POWERS AND DUTIES OF THE NASP DELEGATE**

- a. The NASP Delegate shall attend both MSPA Board of Directors meetings and those meetings to fulfill their duties to NASP.
- b. The NASP Delegate shall inform the Board of NASP policies and initiatives that may affect state professional organizations.

**ARTICLE VII.**

**PROCEDURES FOR PRESIDENTIAL APPOINTMENTS AND TERMINATION**

**Section 1.**

**PRESIDENTIAL APPOINTMENTS**

The President of the MSPA has the right to appoint any and all Committee Chairpersons and/or Co-Chairpersons which comprise the Board of Directors. The President can also recommend to the Board of Directors the appointment of any vacant Officer or Board Member position.

**Section 2.**

**PRESIDENTIAL TERMINATIONS**

The President of the MSPA shall reserve the right to terminate (remove from the Board of Directors) and Committee Chairperson for failure to perform his/her specific functions and duties related to his/her specific functions and duties related to their corresponding committee.

**Section 3.**

**RESIGNATIONS**

Any Officer or Chairperson needing to resign from office shall do so in writing to the President.

**ARTICLE VIII.**

**BOARD OF DIRECTORS OF THE MSPA**

**Section 1.**

**COMPOSITION**

The Board of Directors of the MSPA shall consist of seven Executive Officers as defined in the By Laws, Article IV, and the Chairpersons or Co-Chairpersons of the various standing committees and one representative from each Chapter. The Board of Directors' Committee Chairpersons are subject to the provisions of Article III as defined in the By Laws. The Board is duly constituted at its initial meeting.

**Section 2.**

**POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

- a. It shall have the power to authorize the expenditure of money to carry on the work of the MSPA and to present the dues rate to the membership at the Annual Business Meeting.
- b. It shall have the power to authorize the President to appoint special committees to carry out the purposes of the Association.

- c. It shall have the power to make and amend rules for its own procedures.
- d. It shall have the power to fix the time and place of the Annual Business Meeting and other meetings of the MSPA.
- e. It shall have the power to take such steps as may be necessary to carry out any program or function determined by vote of the members and not otherwise provided for in its By Laws.
- f. It shall have the power to approve recommendations made by the President of individuals to fill vacancies in its own body. In the case of a vacancy created in the position of a Chapter representative, the Chapter shall appoint its own representative.
- g. It may authorize the establishment of liaisons between the MSPA and other groups whose practices and policies are not discriminatory. Such liaisons shall exist to promote specific mutual objectives. Each and every liaison shall be reviewed continuously to determine the continuation of such liaisons.
- h. It shall carry forward such measures as will best coordinate the objectives and functions of the MSPA.
- i. It shall perform such other duties as are stipulated by the MSPA By Laws, and at the request of the President.

**Section 3.**

**TENURE OF COMMITTEE CHAIRPERSONS**

All Committee Chairpersons shall hold their respective positions for a term of office consistent with the President's term of office.

**Section 4.**

**BOARD OF DIRECTORS VOTING PROCEDURES**

All members of the Board of Directors shall have equal voting privileges regarding any and all matters of this Association that require the attention of the Board of Directors save that Committee Co-Chairpersons share one vote.

**Section 5.**

**TERMINATION OF COMMITTEE CHAIRPERSONS**

- a. According to Article VII, Section 2 as defined in the By Laws, the President has the right to remove a Committee Chairperson for failure to perform his/her specific or assigned functions and duties.
- b. Through a two-thirds vote of the Board of Directors in the affirmative, a Committee Chairperson may be removed for failure to perform his/her specific or assigned functions and duties.

**ARTICLE IX.**

**MEETINGS**

**Section 1.**

**CONFERENCES—WORKSHOPS**

- a. A conference, open to the entire membership, shall be held each year, with additional conferences and/or programs optional at the discretion of the Professional Development Committee.
- b. The theme of the Annual Conference shall be proposed by the Program Committee, and approved by the Board of Directors.

- c. At least one general business meeting open to the membership shall be held each year.

**Section 2.**

**BOARD OF DIRECTORS MEETINGS**

- a. The Board of Directors of the MSPA shall meet at least once a month from September until June (academic school year) on a schedule to be worked out by the President and the Executive Committee.
- b. Additional meetings shall be called at the request of the President or by any three Board members.
- c. Officers of the Board will meet at the discretion of the President to facilitate and execute Board decisions and policy.

**Section 3.**

**SPECIAL MEETINGS**

In the event of an emergency, or at the discretion of the President, or by a two-thirds majority vote of the Board of Directors (as defined in the By Laws), or by petition of 10% of the membership, a special meeting shall be set up by the President. Business at the special meeting shall be confined to the business set forth as being essential.

**ARTICLE X.**

**QUORUM**

**Section 1.**

**ANNUAL BUSINESS MEETING**

Not fewer than 10% of the membership shall constitute a quorum for Annual Business Meetings.

**Section 2.**

**SPECIAL MEETINGS**

Not fewer than 10% of the membership shall constitute a quorum for special meetings.

**Section 3.**

**BOARD OF DIRECTORS MEETINGS**

A majority of the members of the Board of Directors of the MSPA present shall constitute a quorum for the transaction of the business of the Board.

**ARTICLE XI.**

**GENERAL FINANCE**

**Section 1.**

**MEMBERSHIP DUES**

- a. The membership dues shall cover the fiscal year from September 1 through August 31 of the following year.
- b. The amount of the dues assessment shall be recommended by a majority vote of the Board of Directors and presented to the membership for a vote at an Annual Business Meeting.

**Section 2.**

**GENERAL FUND**

- a. The general operating fund of the MSPA shall consist of all income received in the form of membership dues, earned interest, money earned from MSPA Conventions, Conferences, and Workshops, and possible payments from other services rendered.
- b. All MSPA expenses (operating) and debts shall be paid out of the general operating funds of the MSPA.

- c. All disbursements shall be paid by check bearing the name of the Massachusetts School Psychologists Association, Inc., and signed by the Treasurer of the MSPA.
- d. The Treasurer shall be responsible for all monies.
- e. The Board of Directors may request an audit at any time. The Board of Directors shall appoint an auditor to perform the audit if deemed necessary.

**ARTICLE XII.**

**Section 1.**

**COMMITTEES**

**MSPA BOARD OF DIRECTORS COMMITTEES POWERS AND DUTIES**

**Number 1.**

**Executive Committee**

- a. Includes the President, the Past President, the President-Elect, the Vice President, the Treasurer, the Secretary, and the NASP Delegate.
- b. Will meet at the discretion of the members of this Committee with the purpose of facilitating the functioning of the Board of Directors.
- c. This Committee shall help prepare the budget with the Treasurer.
- d. This Committee has no power to set policy or appropriate funds, which is solely the responsibility of the Board of Directors.

**Number 2.**

**Committee for Public Relations, Information, and Awards**

- a. This Committee shall be responsible for promoting the public image and public relations of school psychology in the state.
- b. This Committee shall be responsible for recommending to the Board individuals who have contributed significantly to School Psychology and who should receive an Award or Honorary Membership from the MSPA.
- c. The MSPA Board of Directors must agree with the recommendation and, upon a two-thirds vote in the affirmative, the Award shall be approved.
- d. The Award and Honorary Memberships shall be presented at the Annual Business Meeting.

**Number 3.**

**Committee on Ethics, Professional Standards and Credentialing**

- a. This Committee shall receive questions and concerns from the Board and MSPA members concerning professional ethics and shall recommend appropriate action to the Board.
- b. This Committee shall promote best practices and professional standards for School Psychology within the Commonwealth of Massachusetts.
- c. This Committee shall work with credentialing and accreditation agencies to promote standards that will foster excellence in training, certification, and licensure.
- d. This Committee shall keep the membership and Board informed of current NASP and APA standards.

**Number 4.**

**Committee on Continuing Professional Training and Development**

- a. This Committee shall ascertain the professional needs of the MSPA membership.

- b. This Committee shall propose and develop programs of continuing education to meet those needs.
- c. After Board approval, this Committee shall implement the continuing education programs.
- d. This Committee shall assist the Vice President and other Sub-Committees of the MSPA that are addressing any advanced training needs for School Psychologists.

**Number 5. Advocacy and Legislative Action Committee**

- a. This committee shall monitor any and all legislation that relates to school psychology and follow up on appropriate legislation to address concerns approved by 2/3 majority vote of the board of directors.
- b. This Committee shall work for the approval for such bills (legislation).
- c. This Committee shall advocate equality of opportunity, equal access to services and employment for all, regardless of sex, race, creed, language status, age, disability, sexual orientation, sexual identification, and gender identification.
- d. This committee will advocate for the safety, social-emotional health, and educational needs of the children of the Commonwealth.
- e. This Committee shall address the issues pertaining to the ability of School Psychologists to participate in private practice in Massachusetts including licensure, liability insurance, and payment for private practitioners.
- f. This Committee shall address the issues of third party billing for School Psychologists.
- g. This Committee shall address governmental issues, such as policy decisions and interpretation of legislation, as they pertain to School Psychology.

**Number 6. Membership Committee**

- a. This Committee shall implement and monitor the process for persons to become members of the MSPA.
- b. This Committee shall keep up-to-date membership records.
- c. This Committee shall report monthly to the MSPA Board of Directors on membership numbers.
- d. This Committee shall attempt to inform all School Psychologists in Massachusetts of the value of MSPA membership and invite them to join the Association.

**Number 7. Program Committee**

- a. This Committee shall plan, execute, and coordinate conferences and workshops
- b. This Committee shall include a time for the Annual Business Meeting during the Spring Conference.
- c. This Committee shall coordinate these activities with the Vice President, Continuing Education and Development Committee, Treasurer, and other appropriate Officers and Committee Chairs.

**Number 8. Publications Committee**

This Committee shall provide communication to the membership regarding MSPA activities and important issues in the field of School Psychology. This is done mainly through the MSPA Newsletter. This publication will be published at least three times a year. Other publications and communiqués may be issued as needed.

**Number 9. Research Committee**

- a. This Committee shall be aware of and support current research in School Psychology.
- b. This Committee shall carry out and/or encourage information-gathering in regard to School Psychology in the Commonwealth of Massachusetts.
- c. This Committee shall carry out specific tasks supporting research as directed by the Board.

**Number 10. Records and Archives Committee**

This Committee shall be responsible for collecting, organizing, and maintaining archival records for the Association.

**Number 11. Mental Health Committee**

- a. This Committee shall be a liaison between the MSPA and the various Mental Health organizations and governmental agencies in the state, such as the Department of Mental Health and the Massachusetts Psychological Association.
- b. This Committee shall keep School Psychologists informed about issues of mental health and School Psychology, including issues that involve interaction between School Psychology, the mental health system, and the Department of Mental Health.

**Number 12. Education Committee**

- a. This Committee shall be the liaison between the MSPA and the various educational organizations and governmental agencies in the state, such as the Department of Education, the Massachusetts Teachers Association, the American Federation of Teachers, Principals Associations, School Committee Associations, PTAs, etc.
- b. This Committee shall address educational issues relevant to School Psychology.

**Number 13. Technology Committee**

- a. This Committee shall keep members informed of technology issues as they impact the Association and the profession.
- b. This Committee shall advise the Board of Directors in regard to how technology might be used to facilitate the work of the Association. in regard to data collection and information exchange.
- c. This Committee shall collaborate with the Ethics, Research and Public Relations Committees in regard to how technology impacts their functions and responsibilities; in regard to appropriate and ethical use of technology in the field; in

regard to the use of technology for the daily work of School Psychologists and for research; and in regard to appropriate uses of technology for public relations.

- d. This Committee will maintain the MSPA Homepage, ensure that the contents are timely, that links are appropriate, that contents are accurate, and that queries are responded to promptly.
- e. This committee shall be responsible for posting job opportunities to the MSPA website.

**Number 14. Diversity Committee**

- a. This committee shall encourage and recruit members of diverse backgrounds to the field of School Psychology.
- b. This committee shall oversee that issues pertinent to School Psychologists from diverse backgrounds working in the Commonwealth of Massachusetts are addressed by MSPA.
- c. This committee shall advocate for the emotional and educational needs of children from diverse and urban backgrounds in the Commonwealth – in conjunction with the Children’s Services and Advocacy Committee.
- d. This committee shall oversee the annual selection process of the Minority Scholarship fund sponsored by MSPA. All matters regarding this scholarship will be in coordination with this committee.
- e. This Committee shall represent the concerns of bilingual and minority students as they relate to School Psychology.
- f. This Committee shall perform duties in order to oversee that the MSPA is responsive to minority needs.

**Number 15. Chapter Representatives**

Each Chapter shall have one seat on the Board of Directors.

**Number 16. Student Representative**

- a. This Representative shall be a graduate student in a School Psychology training program in Massachusetts.
- b. The Student Representative shall be selected annually on a rotating basis from amongst the School Psychology training programs.
- c. The duties of this Representative shall be to enhance communication between the MSPA and graduate students in School Psychology training programs throughout the Commonwealth.
- d. The Representative shall be a member of MSPA.

**Section 2.**

**SPECIAL COMMITTEES**

Any special committee that is not a standing committee shall be subject to the following:

- a. The committee chairpersons appointed by the President shall submit for approval of the Board a program of their work, stating plans and objectives.
- b. The committees may be appointed by the President as the President deems necessary.
- c. The committees may be appointed by a majority vote of the Board of Directors.
- d. The committees may be appointed by a two-thirds majority vote of the membership (in the affirmative) present and voting at any meeting.

**ARTICLE XIII.**

**OFFICIAL PUBLICATIONS**

**Section 1.**

The official publication of the Massachusetts School Psychologists Association, Inc. shall be the MSPA Newsletter and shall be issued at least three times a year. It shall be published with the objective of providing communications to the membership regarding important issues in the field of School Psychology and the activities of the Committees of the Board. The MSPA Newsletter and electronic communication serve as official ways of communicating to the membership at large.

**Section 2.**

It shall be sent to the membership at the expense of the MSPA, or via electronic means, in accordance with each member's preferred method..

**Section 3.**

The supervision of the printing and publishing of the MSPA Newsletter shall be the responsibility of the Editor and the Publications Committee.

**ARTICLE XIV.**

**POLICIES AND PROCEDURES FOR MSPA PUBLICITY RELEASES**

**Section 1.**

Any and all publicity releases from the MSPA must emanate from the Office of the President, with the approval of the MSPA Board of Directors.

**Section 2.**

In instances of immediate need or release, or reply to public media, or to other urgent needs, only the President, President-Elect, or Vice President shall be empowered to present MSPA views as expressed in positions already taken by the MSPA Board of Directors. No personal opinions, plans, or individual ideas shall ever be offered as policy or positions of the MSPA.

**ARTICLE XV.**

**ESTABLISHMENT OF CHAPTERS OF THE MSPA**

**Section 1.**

Twenty or more active MSPA members in a region may request the MSPA Board for official status as a chapter of the MSPA.

**Section 2.**

Geographic boundaries for each regional Chapter must be specified, and approved by the MSPA Board.

**Section 3.**

Local Chapters will be responsible for informing all MSPA members in their geographic region of Chapter activities and news.

**Section 4.**

Each Chapter may have one representative as a voting member of the MSPA Board.

**Section 5.**

Membership in Chapters requires MSPA membership.



**Section 6.** The MSPA assumes no financial responsibility or liability for obligations that are incurred by Chapters unless those obligations have been expressly presented to and approved by the MSPA Board.

**ARTICLE XVI. AMENDMENT AND SUSPENSION PROCESS OF THE BY LAWS**

**Section 1.** The By Laws Committee shall operate as a Special Committee of the MSPA subject to the regulations set forth in Article XII Section 2.

**Section 2.** The By Laws Committee shall be responsible for the amendment and suspension process.

**Section 3.** Amendments to the By Laws may be proposed by a majority of the Board of Directors or by petition of 5% of the membership body.

**Section 4.** Such petitions shall first be submitted in writing to the Secretary for presentation to the MSPA Board.

**Section 5.** Through mail ballot, electronic voting, or at a MSPA Annual Business Meeting through a two-thirds vote in the affirmative of those present and voting shall the Amendment or Suspension be implemented.

**ARTICLE XVII. PARLIMENTARY AUTHORITY—RULES AND PROCEDURES**

Robert’s Rules of Order, Newly Revised, shall be the authority on all questions of procedure not specifically stated in the By Laws.

**ARTICLE XVIII. THE SCHOOL PSYCHOLOGIST’S ROLES AND FUNCTIONS IN MASSACHUSETTS**

**Section 1.** The MSPA recognizes the need for a clear definition of the roles and functions of the School Psychologist. It is also cognizant of the rapid changes that professional roles experience over a period of time. However, for any profession to survive and flourish, it must identify distinct features of itself that give justification to its existence, purpose and contribution to the population it serves. The following areas are therefore considered to be a part of the School Psychologist’s roles and functions:

- a. To serve the mental health and educational interests of all children and youth, increase the quality of psychological services in the schools, and to improve the conditions for the delivery of these services to the students of the Commonwealth.
- b. To provide psychological evaluations which include some or all of the following: personality, social, intellectual, behavioral, disability, and educational assessments, and to explain and interpret the results of these assessments to the child (as appropriate to his/her age) and to his/her parents and teachers.
- c. To recommend various appropriate educational strategies designed to meet the various learning and psychological needs of children.
- d. To provide psychological treatment: individual, group, parent, and family.
- e. To provide consultation to school personnel.
- f. To provide parent consultation and education, individually and in groups.
- g. To present and interpret psychological research findings to other school personnel.
- h. To participate in curriculum planning, including the establishment of new programs and organizational designs.

- i. To research and evaluate educational and psychological problems and to formulate solutions to these problems.
- j. To contribute to the body of knowledge of School Psychology, by means of publication and presentation.
- k. To participate in the democratic process by sharing knowledge with parental agencies, serving on task forces and other established agencies and inter-agency committees.
- l. To provide for the future development of the profession by sharing knowledge with other School Psychologists and with trainees through consultation, training, and supervision.
- m. To continue to pursue their professional growth and development.