

## **By-Laws**

### **Council of Directors of School Psychology Programs Constitution and Bylaws**

#### **I. Name**

The name of this organization, formed in August 1977, shall be the Council of Directors of School Psychology Programs, hereafter referred to as the Council.

#### **II. Purpose**

The purpose of the Council is to foster the advancement of doctoral education in school psychology in all its aspects. This purpose encompasses but is not limited to the following specific objectives:

To provide a mechanism for dissemination of information, exchange of views, collection of data, facilitation of communication, and formulation of policies, concerning doctoral training in school psychology. To provide consultative resources, maintain active liaison, and promote the representation of school psychology programs directors in functions of APA and other organizations, which are relevant to doctoral education in school psychology.

#### **III. Full Membership**

1. Upon application and payment of dues, the representative of any doctoral program in school psychology in a regionally-accredited institution of higher learning is entitled to full membership. (Accreditation by the American Psychological Association is not a requirement for membership).
2. Each representative will be designated in writing to the Secretary of the Executive Committee of the Council by the administrative officer of the unit in which the program is located. The representative shall be the Director of Doctoral School Psychology Training unless the administrative responsibilities of a director are held by an officer of another, but equivalent title. Representatives, or designated alternates, are expected to attend the regular annual meeting of the Council.
3. Full membership applications shall be approved by a majority vote of the Executive Committee of the Council.
4. Full membership in the Council shall be terminated under any of the following circumstances, as certified by a two-thirds vote of the Executive Committee of the Council:
  - a. Notice to the Secretary of the Executive Committee, in writing, of withdrawal from the Council. Such notice may be provided by the member or by the administrative officer of the unit under which the school psychology program is located.
  - b. Non-payment of dues for two years from date of initial issuance of dues statement.

#### **IV. Associate Membership**

1. Upon application and payment of dues, the representative of any regionally-accredited institution of higher learning is entitled to associate membership. This is for anyone with an interest in doctoral training in School Psychology, such as those planning to develop

- a school psychology doctoral program.
2. An administrative officer of the unit in which the program is located must designate a representative to CDSPP. This will be designated in writing to the Secretary of the Executive Committee of the Council. Associate memberships include the right to attend the Midwinter Meeting and participate on the CDSPP listserve, but do not include voting privileges.
  3. Associate membership applications shall be approved by a majority vote of the Executive Committee of the Council.
  4. Associate membership in the Council shall be terminated under any of the following circumstances, as certified by a two-thirds vote of the Executive Committee of the Council:
    - a. Notice to the Secretary of the Executive Committee, in writing, of withdrawal from the Council. Such notice may be provided by the associate member representative or another administrative officer of the institution.
    - b. Non-payment of dues for two years from date of initial issuance of dues statement.

## **V. The Executive Committee of the Council**

### **1. Responsibilities**

- a. The members of the Council shall elect an Executive Committee, which shall have the responsibility and authority, except as specifically indicated to the contrary elsewhere in these by-laws, to act on behalf of the Council, initiating and arranging for execution of activities necessary for the fulfillment of the purposes of the Council. The Executive Committee shall keep permanent records of its meetings and shall report its major actions and future plans at each meeting of the Council.
  - b. The Executive Committee shall have the authority, subject to the provisions of Article V, Section 6, to establish dues for member programs and to take whatever other means it deems desirable to provide for the financial support of the Council and its programs.
- ### **2. Number of Members of Executive Committee and Terms of Office**
- a. There shall be six elected members of the Executive Committee.
  - b. The term of an Executive Committee member shall be three years. A member may serve no more than two consecutive terms. The terms of each newly elected Executive Committee member begin, and that of each ongoing member end, at the conclusion of the Executive Committee meeting of CDSPP held during the APA Annual Convention in August of each year.
  - c. The duties of the Treasurer shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws. The Treasurer's term shall be one year. The Treasurer may be reappointed annually so long as he/she continues to be an elected member of the Executive Committee.
  - d. The duties of the Secretary shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws. The Secretary's term shall be one year. The Secretary may be reappointed annually so long as he/she continues to be an elected member of the Executive Committee.

e. Two members of the Council shall be elected to the Executive Committee each year.

### 3. Nominations and Elections

a. A request for nominations for Executive Committee membership shall be distributed by March 15 each year. Members may nominate any member, including themselves, whose prior permission they have obtained. Nominations must be received by the Secretary of the Executive Committee by April 15. All members nominated shall be placed on a ballot by the Secretary, which shall be distributed to the members of the Executive Committee between April 15 and May 1 for their preferential vote. All votes must be received by the Secretary not later than June 1. The Secretary and at least one member of the Council designated by the Chair shall count the ballots. The final ballot for the two regular vacancies shall contain the four members receiving the highest number of votes by the Executive Committee. This final ballot shall be distributed by the Secretary with votes received from the membership not later than July 1. The Secretary and at least one other member of the Council designated by the Chair shall count the ballots, and the Executive Committee shall be informed of the results of the election not later than August 1. The election results are also announced to the Council member programs via the next newsletter.

b. CDSPP representatives to the Committee on Accreditation (CoA) will serve on the Executive Committee of the Council as ex-officio members.

c. A vacancy occurring on the Executive Committee at other than the regular expiration date of a term shall be filled until the next annual election by a majority vote of the remaining Executive Committee members. At the next annual election, the remainder, if any, of the term in which the vacancy occurred shall be filled by submitting at least two nominations for that vacancy to the Council.

### 4. Officers of the Executive Committee

a. The officers of the Executive Committee shall consist of a Chair, Chair-Elect, Secretary, and Treasurer.

b. The Executive Committee shall convene in January, usually during the CDSPP Mid-Winter Conference, to elect the next Chair-Elect, Secretary, and Treasurer from its membership. The person elected as Chair-Elect shall serve for two years; one year as Chair-Elect and the immediately following year as Chair. Secretary and Treasurer terms are for one year, but may be re-appointed. Elections will also occur when positions of the Secretary or Treasurer are vacant according to procedures specified in the Bylaws. All terms of office begin in August following the January meeting at which officer elections occur. Duties will extend until the CDSPP Executive Committee meeting during the APA Annual Convention in the following year.

c. The duties of the Chair shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws.

d. The duties of the Chair-Elect shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws. She/he will be designated as Chair, to fulfill all duties of the Chair in the event that the Chair position is vacated.

e. The duties of the Treasurer shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws. The Treasurer's term shall be one

year. The Treasurer may be reappointed annually so long as he/she continues to be an elected member of the Executive Committee.

f. The duties of the Secretary shall consist of those indicated in Robert's Rules of Order except when indicated to the contrary by these Bylaws. The Secretary's term shall be one year. The Secretary may be reappointed annually so long as he/she continues to be an elected member of the Executive Committee.

#### 5. Meetings of the Executive Committee

a. There shall be at least two meetings of the Executive Committee each year. For example, one before the regular annual business meeting of the Council, and one after; or one during the Mid-Winter Conference and one during the Annual APA Convention).

b. Official announcement of the time and place of each Executive Committee meeting shall be distributed to each member of the Council at least one month in advance of the meeting.

c. Minutes of each Executive Committee meeting shall be submitted by the Secretary to all Executive Committee members for approval, and corrected copies of the minutes shall be reported at the annual business meeting and/or distributed to all members of the Council (or published in its newsletter).

d. All Executive Committee meetings are open to the members of the Council. Council members shall not vote at Executive Committee meetings but may be invited to speak by a majority vote of the Executive Committee.

e. The Executive Committee may appoint members of the Council or the Executive Committee to act as committees as the occasion may arise.

f. Issues of the conduct of Executive Committee meetings not covered by these Bylaws shall be resolved in accordance with Robert's Rule of Order.

### **VI. Meetings of the Council**

1. A regular, annual business meeting of the Council shall be held during the period extending from one day before the annual meeting of the American Psychological Association to one day after it, or in conjunction with the CDSPP Mid-Winter Conference. The Executive Committee shall notify the members of the time and place of the meeting at least one month in advance. An annual business meeting may be suspended by a unanimous vote of the Executive Council.

2. Special meetings of the Council shall be called by the Executive Committee upon the request of at least 25% of the Council members, submitted in writing to the Chair of the Executive Committee. Special meetings of the Council may also be called by a unanimous vote of the Executive Committee.

3. Minutes of each Council meeting shall be submitted by the Secretary of the Executive Committee to all Executive Committee members for approval within four weeks following each meeting. Within eight weeks after the meeting, corrected copies of the minutes shall be mailed to all members of the Council or reported in the next issue of the Council's newsletter.

4. A member unable to attend the regular annual meeting of the Council may be represented by an alternate designated in writing to the Secretary in advance of the meeting. The alternate must be a member of the faculty of the doctoral program, which the Council member represents.

5. The member present at any regular or special meeting shall have full authority over the affairs and funds of the Council, except as indicated to the contrary elsewhere in these Bylaws.

6. Meetings of the Council shall be conducted in accordance with Robert's Rule of Order.

### **VII. Voting of the Council by Ballot**

1. Any motion may be brought to the membership of the Council at any time in a ballot under either of the following conditions:
  - a. If requested by a majority of the Executive Committee members in which case the Secretary, within one month of receiving the request, will distribute a copy of the motion to each member of the Council and include both counter and supporting argument statements. The Secretary will distribute ballots to the Council members, which must be returned not later than four weeks after the date of distributing the ballots to the members. Each ballot of a motion submitted to the membership of the Council shall be counted by the Secretary and at least one other member designated by the Chair. The Secretary will then report the results of the vote to the Council members within four weeks after the deadline for return of completed ballots (or in the next issue of the Council's newsletter).
  - b. If requested in writing to the Chair of the Executive Committee by 25% of the members of the Council, in which case the same voting procedures as outlined in the immediately preceding paragraph will be followed.

### **VIII. Tax Exempt Provisions and Dissolution Provisions**

1. The council is organized exclusively for educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
  - a. No part of the net earnings of the council shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Council shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
  - b. Upon the dissolution of the Council, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Council is located, exclusively or such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

### **IX. Amendments to the Constitution and Bylaws**

Proposed amendments to the Bylaws may be submitted by the Executive Committee or by the membership to be voted upon either by ballot or at any regular or special meeting of the Council. Copies of the motions must be received by the membership at least one month prior to the meeting. If the vote is by ballot procedures described in Article VI apply.

Adoption and Revision History

Adopted March 1987 Revised March 17, 1990 Revised March 2000, Revised October 2001

Revised May 2003, Revised Jan 2013, Revised Jan 2016

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