CONSTITUTION AND BYLAWS
OF THE
BALTIMORE COUNTY SCHOOL PSYCHOLOGISTS’ ASSOCIATION

Article I - Name

The name of the organization shall be the Baltimore County School Psychologists’ Association. It shall also be known as BCSPA.

Article II – Purpose

The purpose of the Baltimore County School Psychologists’ Association shall be:

1. To promote interests of school psychology as a science and profession aligned with the School Board’s purpose of helping all children to learn.

2. To disseminate information related to the field of school psychology.

3. To afford an opportunity for meetings, formal or informal, to discuss problems of mutual interest to psychologists working in schools.

Article III – Membership

The Association shall have one class of membership. Members shall meet the minimum standards for Active Membership.

1. The minimum standard for obtaining membership shall be:

   a. Employment in rendering psychological services in schools and institutions of Baltimore County public schools.

   b. Fulfillment of all academic and experiential requirements necessary for one of the following:

      1. Certification as a School Psychologist by the State of Maryland Board of Education.

      2. Licensure as a psychologist by the state of Maryland.

      3. Provisional certification status or other special cases as reviewed by the Executive Board.

2. All members are Active members and shall have full privileges of membership including privilege of the floor, voting, and serving on Boards and Committees.
3. Eligible persons may become members of the Association upon fulfilling all of the following requirements:

   a. Completing and submitting to the Membership Committee the application form of the Association.

   b. Being approved by the Membership Committee and recommended to the Executive Board of the Association.

   c. Being approved by a majority voce of the Executive Board of the Association.

   d. Payment of dues to this Association.

4. The fiscal year shall be from July 1 to June 30. Dues are payable to the Treasurer before November 1 each year.

5. All members of the Association are expected to maintain ethical standards of professional conduct as set forth by the National Association of School psychologists and the American Psychological Association.

6. Termination of membership shall be for non-payment of dues before November first of the current membership year, or for reasons of unethical conduct as determined by the Executive Board, or by resignation in writing.

7. Continuation or reinstatement of membership shall be accomplished by submission of application and payment of dues in full for the current year.

**Article IV - Officers: Eligibility and Election**

1. The officers of this organization shall include a President, a President-Elect, a Recording Secretary, and a Treasurer.

2. Any active member in good standing is eligible for election to any office.

3. The officers shall be elected by secret ballot and shall take office as of July 1.

4. New officers shall be determined by the majority of the votes cast.

5. The term of office for elected officers shall be one year. An officer may succeed himself or herself once. After an interval of one year out of office, a person becomes eligible for the same office.

**Article V – Officers: Duties**

1. The President shall be the Executive Officer of the Association, shall preside at the meetings, shall call special meetings as necessary or as directed by the membership, and
shall appoint committee chairs, and shall be ex-officio a member of all committees except the Nominating Committee. The President shall be responsible for attending Executive Board Meetings of the state school psychology organization (MSPA) or appointing an alternate to serve in that capacity. The President shall be responsible for maintaining relationships with other professional organizations and groups or may appoint others to serve in this capacity.

2. The President-Elect shall serve in the absence of the President, and shall complete an unexpired term of the President.

3. The Recording Secretary shall keep the minutes of all meetings and perform such other duties as assigned.

4. The Treasurer shall be responsible for collecting dues, disbursing money with approval of either the President, or President-Elect, or the Recording Secretary, and keeping accurate records of all receipts and disbursements. The Treasurer shall furnish an annual financial report to the active membership. The Treasurer shall submit the financial records for audit upon request. The Treasurer shall be chair of the Membership Committee.

**Article VI – Duties of Executive Board**

1. The Executive Board of this organization shall consist of the officers and the chairs of the standing committees.

2. The Executive Board shall be responsible for conducting the business of the organization.

3. The Executive Board may act for the Association in interim matters providing that the Board shall not take action binding upon the membership or compromising the nature or character of the organization, without the approval of the membership.

4. The Executive Board will meet as often as business of the Association warrants.

5. The Executive Board shall set annual membership fees necessary to conduct the business of the Association.

**Article VII – Committees: Selection and Duties**

1. There shall be the following standing committees:

   - Newsletter and Program
   - Membership
   - Nominating
2. The Newsletter and Program Committee shall be responsible for ensuring the integrity of programming and dissemination of information for the Association, which would mirror guidelines established by the national associations (NASP/APA) and state association (MSPA). The Newsletter and Program Committee shall emphasize the advancement of knowledge in psychology and education. Lastly, the Newsletter and Program Committee shall support improving educational and training opportunities for the entire membership and continue the promotion of culturally sensitive models for the delivery of psychological services.

3. The Membership Committee, headed by the Treasurer, shall have the responsibility for the oversight of membership recruitment and retention activities for the Association. The Membership Committee shall have the authority to recommend to the Executive Board qualified individuals for membership status.

4. The Nominating Committee, which may be headed by an Executive Board member, but not the President, shall be responsible for the conduct of elections by voting members of the Association, shall determine the results of all such elections, shall investigate complaints about elections, and shall certify the outcome of elections to the Executive Board, minus the acting President. The Nomination Committee shall also oversee the voting of Bylaws and shall certify the results.

5. Special or temporary committees may be appointed for a specified time and purpose as the officers shall deem necessary.

6. The elected officers may serve as chairs of the standing committees.

7. All chairs of standing committees shall be appointed for one year and may succeed themselves once. After a one [two] -year interval, a person may again be appointed chair of the same committee.

**Article VIII - Meetings**

1. There shall be at least one general meeting each year.

2. There may be other meetings of the Association at anytime and at any place which, the Executive Board shall decide.

**Article IX – Quorum**

A quorum for transacting business shall be:

1. Attendance of the President, Treasurer, and Recording Secretary. The President-Elect may sit in place of the President and an Acting-Recording Secretary can be selected for a specific meeting.

2. Of the membership, one half of the active members.
3. If in computing the quorum, a fraction of a person results, the next whole number lower shall make up the quorum.

**Article X – Amendments**

1. Amendments to the Constitution may be suggested in the following manner:

   a. Any member may present a proposed amendment, in writing, to the Executive Board.

   b. On recommendation of the Executive Board.

2. The suggested amendments shall be voted upon at the next regular or called meeting, or may be voted on by mail or electronic mail.

3. The notice of the meeting, which may be communicated by mail or electronic mail, shall carry information about the amendment to be acted upon.

4. One-half of the membership in good standing and entitled to vote, shall be necessary to amend this Constitution provided that those voting in person, by mail or email shall constitute a legal quorum.

**Article XI – Bylaws**

1. Special memberships such as Honorary, Lifetime, and Distinguished Professionals not primarily employed as school psychologists, may be presented for membership by the Executive Board to the full membership at any meeting.

2. Discretion of membership status in special cases rests with the Executive Board.

Accepted 2004