

1 **Wisconsin School Psychologists Association**

2 **OPERATIONS HANDBOOK**

3 **Updated September 1, 2014**

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61

Introduction

62 An Operations Handbook shall be established. The Operations Handbook shall include the
63 Association's procedures established by the WSPA Board of Directors, which includes the
64 Executive Committee, Standing Committee Chairs, and Regional Representatives.

65 The WSPA Operations Handbook provides guidelines for the operation of the Association.
66 The WSPA Secretary, Executive Committee, and WSPA Board work together to maintain
67 and update the Operations Handbook. The Operations Handbook will be disseminated
68 annually to the WSPA leadership using the most cost-effective means possible. All WSPA
69 leaders and staff are responsible for adhering to the WSPA Bylaws and to the policies and
70 procedures contained in the Operations Handbook when conducting the affairs of the
71 Association.

72 Definition of Policies/Procedures

73 **Policies** are the positions, standards, and rules necessary to implement the mission and
74 goals of the Association.

75 **Procedures** shall be developed as needed for each policy and are the specific steps
76 necessary to implement each policy.

77 Development and Revision of Policies and Procedures

78 The Operations Handbook shall be maintained and updated by the Secretary following each
79 Executive Committee or Board meeting during each year of his/her term. Every four years,
80 the President shall appoint a task force chaired by the outgoing Secretary and including the
81 newly elected Secretary to review, revise, and update the Operations Handbook as needed.

82 In proposing any new or revised policy, the submitting person should distribute the
83 proposed new or revised section(s) in writing to the President at least 5 days prior to the
84 session at which it will be discussed.

- 85 • If the revisions are procedural only, the Executive Committee may approve the
86 revisions, assign an effective date and distribute the revised section. Standing
87 Committee Chairs are responsible for maintaining and updating procedural manuals
88 using these processes.
- 89 • If the revisions pertain to policy, they should be presented to the Executive
90 Committee for review and must be presented to the WSPA Board for approval and
91 then distributed accordingly.

92 All proposed amendments to the WSPA Bylaws must be communicated in writing (e.g.,
93 hard copy, fax copy, or email) at least 30 days prior to the WSPA Board's action on the
94 amendment(s).

CONDUCT AND RELATIONSHIPS96 **Values**

97 The success of the Wisconsin School Psychologists Association in pursuing its mission and
 98 in achieving its goals is dependent on the collective and collaborative efforts of members,
 99 volunteer leaders, and professional staff.

100 WSPA is committed to full compliance with the Americans with Disabilities Act. All WSPA
 101 functions shall be smoke-free. WSPA is committed to a policy of nondiscrimination on the
 102 basis of race, religion, age, national origin, disability, gender, or sexual orientation.

103 **In fulfilling their responsibilities within that collective, collaborative effort,**
 104 **volunteer leaders:**

- 105 • Demonstrate good judgment, integrity, support for the values of the Association,
 106 commitment to the fulfillment of their responsibilities, efforts to contribute to the
 107 accomplishments of the Association's activities, and fiscal accountability.
- 108 • Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance
 109 the reputation and integrity of WSPA.
- 110 • Demonstrate respect for diversity as expressed in terms of race, ethnicity, gender,
 111 gender expression, sexual orientation, socioeconomic status, ability, religion, and/or
 112 language.
- 113 • Demonstrate a positive attitude in their work and respect for one another.
- 114 • Demonstrate a commitment to the promotion of a healthy association culture by
 115 working as a member of the team, promoting the morale of the group, remaining
 116 open to new ideas, encouraging mutual success, encouraging conflict resolution, and
 117 respecting the decisions of the group.
- 118 • Demonstrate a commitment to a positive and productive work environment.
- 119 • Demonstrate respect and support for the Association's professional staff.

120 **Volunteer leaders demonstrate positive leadership qualities by:**

- 121 • Actively promoting opportunities for leadership development and for mentoring
 122 future leaders.
- 123 • Focusing their energy on activities benefiting children, youth, families, and the
 124 profession.
- 125 • Remaining mindful that they represent the interests of the Association's
 126 membership.
- 127 • Representing school psychology with the highest levels of professionalism.

128 **Volunteer leaders contribute time and energy to the work of the Association without**
 129 **the expectation of personal or financial gain or enhancement.**

130

131 **Conflict of Interest Policy**

132 WSPA places great importance on ensuring the continued confidence and trust of its
133 members and the public at large. Among other things, and in that regard, WSPA requires
134 that any action taken by members of its Executive Committee, its Standing Committee
135 Chairs, its Regional Representatives, or its workgroup members be free from even the
136 appearance of impropriety and free from any conflict of interest.

137 Specifically, WSPA prohibits any (a) member of the Executive Committee, (b) member of
138 the Committee Chairs, (c) workgroup member, or (d) staff person from participating in any
139 decision-making process or approval of any ventures or activities that are sanctioned or
140 sponsored by WSPA and for which such individual may gain an economic benefit.

141 In addition, before recusing himself or herself from said decision-making process, the
142 individual must fully disclose to WSPA every and all economic benefit that the individual
143 may expect to receive as a result of the venture or activity and must provide WSPA's
144 President with full copies of any contracts, agreements, or other documents with third
145 parties that relate to such ventures or activities.

146 **Procedures**

147 At the beginning of each term of office or appointment, all leaders shall sign a conflict of
148 interest statement indicating that they have read and understand these policies. At the
149 summer Long Range Planning meeting, every member of the WSPA Board shall sign the
150 statement. The policies on conflict of interest will be reviewed at the start of each WSPA
151 Board meeting. Real or perceived conflicts may occur if there is a close, active association
152 with a program or project and a financial gain or any other reason that the individual
153 cannot render an unbiased decision. Individuals should absent themselves from any
154 portion of a WSPA meeting in which discussions or decisions occur for which they have a
155 real or perceived conflict of interest. The names of individuals who recuse themselves
156 during a meeting due to conflicts of interest will be recorded.

157 **ORGANIZATIONAL STRUCTURE**

158 **Executive Committee**

159 The **Executive Committee** shall consist of the elected Officers (i.e., President, Secretary,
160 Treasurer and either the President-Elect or the Past President) and a member from the
161 Board who will serve in the capacity of At-Large. The Association Manager is an ex-officio
162 member of the Executive Committee.

163 The Executive Committee shall establish all procedures to implement the policies of the
164 Association and shall conduct the continuing affairs of the Association based on the policies
165 of the WSPA Board. The Executive Committee shall meet at least once each year in
166 conjunction with the WSPA Long Range Planning meeting. Any member of the voting

167 Executive Committee members may call additional Executive Committee meetings when
168 they believe such meetings are necessary.

169 Guests may be invited to the Executive Committee meetings at the prerogative of the
170 President to address specific agenda items.

171 **Executive Officers**

172 The executive officers of the Association include the President, Secretary, and Treasurer. In
173 addition, either the President-Elect or the Immediate Past President will serve on the
174 committee. Finally, a member of the Board will be elected At-Large member to serve as a
175 voting member on the executive Committee.

176 The roles and responsibilities of the officers as defined in Article III of the Bylaws follow.

- 177 • The **President** exercises, but is not limited to, the following powers. The President
178 shall be the principal executive officer of WSPA, Inc., shall execute policy as
179 determined by the Board of Directors, shall direct all business of the Association,
180 shall preside at all meetings, shall call meetings of the Board of Directors, shall
181 appoint all committees not otherwise provided for, and shall perform such other
182 duties as the office may require. The President shall be an ex-officio member of all
183 committees. The President supervises the Association's Manager.
- 184 • The **President-Elect** shall act as President in the absence of the President, or, if the
185 President wishes to take part in any debate, shall occupy the chair until the matter
186 under consideration is resolved. The President-Elect shall also perform such duties
187 as assigned by the President or Board of Directors.
- 188 • The **Secretary** shall record all motions and proceedings of all General Membership
189 and Board of Directors meetings of the Association and shall make available copies
190 of all open meeting minutes to the membership at the meeting at which those
191 minutes are to be approved. The Secretary shall be the custodian of all books and
192 documents belonging to the Association not otherwise provided for.
- 193 • The **Treasurer** performs an advisory role to the President and the Executive
194 Committee on fiscal matters and in the development of the budget. The Treasurer
195 shall receive, be custodian of, and deposit in an Association bank account all monies
196 belonging to the Association; shall maintain accurate records of dues, receipts and
197 expenditures; and shall pay all bills approved by the Board of Directors or
198 authorized by the budget.
- 199 • The **Immediate Past President** The Past President shall perform such duties as
200 assigned by the President or Board of Directors.
- 201 • The **At-Large Member** shall perform such duties as assigned by the President or
202 Board of Directors.

203 **Standing Committee Chairs**

204 The Standing Committee Chairs shall oversee the activities of workgroups in their program
205 area, coordinate activities across program areas, assist with activity development and
206 budget preparation, and monitor progress and outcomes of the committee work.

207 Committee Chairs shall be appointed by the President in consultation with the Executive
208 Committee, and then approved by the Regional Representatives, to one-year terms.
209 Committee Chairs will attend Board meetings as voting members of the Board.
210

211 **WSPA Ad Hoc Committees or Task Groups**

212 The President or the Board of Directors may convene a special committee or task force at
213 any time. This group will exist until the task is completed or the end of the fiscal year. The
214 next President or Board of Directors can reconvene the committee or group.

215 The Chair of the Ad Hoc or Task Force group will develop an action plan and update it at
216 least three times per year and within a timely manner to be included in the WSPA Board
217 Agenda. A final report of the action plan of the accomplishments of each workgroup must
218 be submitted at the end of the fiscal year to the Long Range Planning Committee Chair for
219 inclusion in that meeting's agenda.

220 **Finance Advisory Workgroup.**

221 The purpose of the group is to review the budget information in the spring prior to the
222 Long Range Planning meeting. It will be composed of the President, President-Elect (or At-
223 Large Member), Treasurer as well as the chair of the Membership and Convention standing
224 committee.

225
226 The will also periodically review the Investment Policy Guidelines, the Reserve Policy, and
227 the annual audit of the Association. The group will provide routine feedback to the WSPA
228 Board regarding budget matters, investments and audit recommendations.

229
230 Finally, the group will periodically review the membership categories and dues. At least
231 every 5 years, beginning in 2020, the workgroup will review the membership fees and
232 structure to ensure it is responsive to the participation of members in the goals of the
233 Association.
234

235 **Association Manager**

236 The Association Manager shall be charged with the conduct of the administrative activities
237 of the Association. He or she shall be responsible to the President for his/her direct
238 supervision. The Association Manager's initial and continuing employment will be based on
239 a job description, which will include a statement of qualifications and sufficient description
240 of duties to allow for adequate evaluation. The Association Manager shall have a written
241 employment agreement with the Association. The Association Manager of WSPA is an ex-
242 officio, nonvoting member of the Executive Committee.

243 **Values**

244 The Association Manager supports the values, beliefs, and priorities of the Association. The
245 Association Manager works collaboratively with volunteer leadership and staff on
246 Association business. The Association Manager provides leadership and direction. The
247 Association Manager models effective leadership skills.

248 **Regional Representatives**

249 The Regional Representative shall consist of one representative from each region of the
250 state. The regional map shall be reviewed at least once every 5 years in conjunction when
251 the five-year goals of the association are reviewed.

252 The roles and responsibilities of the Regional Representative are:

- 253 A. The Regional Representative becomes familiar with the Association's mission,
254 policies, procedures, and governance/workgroup structures;
- 255 B. Represents the respective region in initiating, adopting, and amending Association
256 policy;
- 257 C. Approves the Association budget before it goes to the general membership;
- 258 D. Attend 3-4 Board meetings annually including Long Range Planning in mid-June.
259 a. Board meetings are usually held on the Wednesday night preceding spring
260 and fall conferences. Please send a substitute representative if unable to
261 attend or provide a brief written report for the board minutes.
262 b. Reimbursement is provided for mileage to meetings
263 c. Be willing to ask questions and actively participate as a voting member
- 264 E. Serve as a liaison between WSPA Board and regional membership to share
265 issues/concerns and encourage involvement that may include coordinating local
266 regional meetings, establishing a listserv to contact members, etc.
- 267 F. Coordinate and/or serve as committee member for regional sponsorship of WSPA
268 conventions.
- 269 G. Solicit contributions from your region (e.g., basket of items) for Children's Services
270 auction at Fall WSPA Conference
- 271 H. Inform Regional Representative Chair if requesting allocated monies (i.e., \$200 is
272 generally available for each region) for regional meetings. Requests are made
273 directly to the Treasurer.
- 274 I. Encourage submission of newsletter articles to reflect on regional activities or
275 school psychology issues. A stipend of \$75 is provided upon receipt of the article.
- 276 J. Maintain full membership standing with WSPA and secure a replacement if you
277 vacate your Regional Representative position.
- 278 K. Recruits members within the region to join WSPA

279 **Standing Board Committees**

280 The work in each standing committee area will be conducted by workgroups, based on the
281 policies of WSPA. A workgroup is any committee, subcommittee, ad hoc committee, or task
282 force of the Association.

283 Each year, the President, in consultation with the Executive Committee, shall appoint chairs
284 to the standing board committees to support the current needs and goals of WSPA. The
285 Regional Representatives must confirm these appointments.

286 **Values**

287 Standing board committees are created to address ongoing, situational needs or periodic
288 responsibilities in accordance with the mission and goals of WSPA.

289 Appointments are made with consideration to offering opportunities for leadership
290 development including a balance of new leaders and valuing of the ongoing contributions
291 of experienced leaders. Efforts are made to match the skills and experiences of the
292 volunteer with the tasks required. Appointments are made on a basis consistent with the
293 President's term or as needed in order to respond to the needs of the Association.

294 **Procedures**

295 The President, in collaboration with the Executive, makes the appointment of each Chair
296 annually at Long Range Planning or during the year if there is a vacancy. The Regional
297 Representatives must confirm the appointments.

298 The Standing Committee Chair will submit a written report (i.e., action plan update) to the
299 Executive at least three times per year and within a timely manner to be included in the
300 WSPA Board Agenda. A final report (i.e., final report on the annual action plan) of the
301 accomplishments of each workgroup must be submitted at the end of the fiscal year to the
302 Long Range Planning Committee Chair for inclusion in that meeting's agenda. A new annual
303 action plan will be developed at Long Range Planning.

304 **Program Area – Advocacy**

305 The primary responsibility of this program area is to promote and advocate for the value of
306 school psychological services and for appropriate research-based education and mental
307 health services for all children, youth, and families.

308 Standing Committees within this area include:

- 309 A. Legislation Committee: The Legislation Committee shall be responsible for the
310 development, promotion, and monitoring of legislative issues.
- 311 B. Professional Standards and Practice Committee: The Professional Standards and
312 Practice Committee shall be responsible for developing and maintaining a clearly
313 defined position of the Association regarding the ethical and professional standards
314 to be adhered to by its members. The major area of ethical concern to the
315 Committee is the promotion of the best practices of school psychology.
- 316 C. Public Relations Committee: The Public Relations Committee shall be responsible
317 for promoting increased public awareness of the role and function of school
318 psychologists serving the educational and mental health needs of children and
319 adolescents.

- 320 D. Children's Services Committee: The Children's Services Committee shall be
321 responsible for supporting an organizational focus on the educational and mental
322 health needs of children and adolescents.
- 323 E. Mental Health Committee. The Mental Health Committee advocates for the social
324 emotional and mental health of all children. The committee promotes the need to
325 keep mental health a priority of our profession and that school mental health is an
326 essential educational and health related service linked to children's school
327 success. The committee focuses on supporting the professional competence of
328 school psychologists in mental health, identifying evidence-based school based
329 mental health practices, and collaborating with other groups that advocate for the
330 mental health of children.

331 **Program Area – Professional Development**

332 The primary responsibility of this program area is to encourage ongoing professional
333 growth among school psychologists through the provision of opportunities for WSPA
334 membership and leaders, and through the recognition of individual accomplishment and
335 outstanding contributions to the field of school psychology.

336
337 Standing Committees within this area include:

- 338 A. Convention Planning Committee: The Convention Planning Committee shall assist
339 participating regional chapters in the developing, planning, coordinating, and
340 making program arrangements for the regularly scheduled conferences of the
341 Association.
- 342 B. Continuing Professional Development Committee: The Professional Development
343 Committee shall be responsible for ensuring APA- and NASP-approved continuing
344 professional development opportunities at all regularly scheduled WSPA
345 conferences. In addition, the committee is responsible for ensuring graduate credit
346 options in conjunction with convention activities as appropriate. Finally, the
347 committee will plan, coordinate and evaluate the annual Summer Institute.
- 348 C. Professional Preparation and Training Committee: This committee shall be
349 responsible for coordinating collaborative activities for the faculty across the school
350 psychology training programs that supports student development and promotes
351 student membership and involvement in the Association activities. The Chair shall
352 act as the liaison between the training programs and the Association.
- 353 D. Recognition and Scholarship Committee: The Recognition and Scholarship
354 Committee shall be responsible for the procedures contained. The Committee shall
355 also be responsible for coordination of other special awards, scholarships, and
356 grants as provided by the Association.

357 **Program Area – Member Services**

358 The primary responsibility of this area is to promote the benefits of membership in the
359 Wisconsin School Psychologists Association.

360 Standing Committees within this area include:

- 361 A. Membership Committee: The Membership Committee shall be responsible for
362 conducting the membership drive for the Association and all necessary and related
363 administrative activities regarding membership. The Committee shall determine
364 questions regarding category and eligibility for membership and shall be
365 responsible for periodic reviews of membership policies and procedures.
- 366 B. Nominations and Elections Committee: The Nominations and Elections Committee
367 shall be responsible for the procedures contained in Article IV, Section I and Section
368 2, of the Bylaws. The Committee shall also be responsible for periodic reviews of the
369 nominations and elections procedures.
- 370 C. Planning and Development Committee: The Planning and Development Committee
371 shall be responsible for coordination of a structure that supports an organizational
372 process of goal identification, accountability, and long-range planning.
- 373 D. Technology Committee: The Technology Committee shall be responsible for
374 maintaining the WSPA website and electronically communicating with the
375 membership.
- 376 E. Publication Committee: The Publication Committee shall develop, plan, and
377 coordinate the publication of the Association. Editors of specific publications shall
378 submit budget requests and reports to the Committee.

379 **Regional Representative Serving in Program Areas**

380 Regional representatives will determine the need to participate in one of the four program
381 planning areas or participate as a separate group.

382 **Quorum to Conduct Business**

383 Voting members include executive officers, standing committee chairs, and regional
384 representatives. A person may not hold more than two positions (e.g., executive officer and
385 regional representative, two standing committee appointments, etc.). This is to ensure
386 diversity within the board. If a person holds two positions, he/she still only has one vote. A
387 quorum will be determined based on achieving at least 50% of the voting board members.
388 Vacant positions are not counted in determining quorum.

389 **Affiliations, WSPA Liaisons, and Coalitions**

390 **Definitions**

391 **Affiliates.** These are formal relationships maintained with other organizations in order to
392 promote communication. These include, but are not limited to:

- 393 A. Department of Public Instruction (DPI). The School Psychology Consultant, hired by
394 DPI, is invited to attend and participate in all Board meeting discussions. She/he is a
395 non-voting member of the Board.
- 396 B. National Association of School Psychologists (NASP) Wisconsin Delegate is elected
397 by the NASP members of Wisconsin and is invited to attend and participate in all
398 Board meeting discussions. WSPA may provide funds to assist with the
399 communication and connection with NASP and this will be included in the regular

400 budget deliberations. She/he is a non-voting member of the Board.
401 C. International School Psychology Association (ISPA) Delegate is a Wisconsin School
402 Psychologist who is recognized by the WSPA Board to increase communication
403 between WSPA and IPISA. WSPA may provide funds to assist with the
404 communication and connection with ISPA and this will be included in the regular
405 budget deliberations. She/he is a non-voting member of the Board.
406

407 **Liaisons.** Individuals appointed by the President in consultation with the Executive
408 Committee to represent WSPA in its relationship with other organizations, associations, or
409 similar entities for the purpose of communication and information sharing. Liaisons are
410 guided by the mission of WSPA and are to accurately communicate WSPA policies. The list
411 of liaison groups will be reviewed annually by the WSPA Executive Committee to determine
412 if liaison activities continue to be appropriate and if new liaisons should be explored.

413 A. Wisconsin Alliance of Pupil Service Organizations (WAPSO) is a coalition of
414 organizations which represent professionals in the disciplines of school counseling,
415 school social work, school nursing, administrators of special services, as well as
416 other student service organizations. These professionals provide a variety of
417 primary, proactive, preventive, developmental, remedial, and supportive services
418 thereby assisting students in becoming resilient, lifelong learners and good citizens.

419 B. Wisconsin Education Research Advisory Council (WERAC) is a coalition with WSPA
420 representation that will identify research projects for the next three to five years,
421 foster collaboration among education stakeholders involved in research, serve an
422 advisory role to the Department of Public Instruction, and support broad
423 dissemination of research results that can be acted on in classrooms to improve
424 student learning.

425 **Coalitions.** Are formal relationships between WSPA and other organizations, associations,
426 or similar entities to further common goals through formal participation in joint activities
427 and/or sharing resources, providing technical assistance, joint advocacy efforts,
428 development of position statements, etc.

429
430
431

Values

432 WSPA will form liaisons and become a member of coalitions that can further its purpose.
433 The following guidelines will be utilized in selecting and maintaining affiliates, liaisons and
434 coalitions:

- 435 ■ The target group focuses on child, educational, and/or professional issues of
436 importance to WSPA.
- 437 ■ The relationship will increase the positive impact and/or visibility of WSPA.
- 438 ■ The relationship will increase opportunities for WSPA to develop appropriate allied
439 and/or advocacy groups.
- 440 ■ The cost of the relationship is in proportion to its benefit to WSPA.
- 441 ■ The relationship is not construed as automatic endorsement of policies and
442 positions of the liaison group or coalition.

- 481 D. Activities of the Association are documented on the Action Plans and appropriately
482 derived from the strategic plan, and funding for both time-limited projects and
483 ongoing work is directly linked to the annual budget developed and approved by the
484 WSPA Board and presented to the general assembly. Similarly, special initiatives
485 proposed by the incoming WSPA President should be closely connected to the WSPA
486 strategic plan and priority goals identified through the governance process.
- 487 E. The Executive Committee with the WSPA Board will be responsible for evaluating
488 progress toward the attainment of annual and long-range goals. This progress will
489 be documented on the Action Plans and available for each board meeting.
- 490 F. Appropriate time will be allocated during each Executive Committee and WSPA
491 Board meeting to engage in reviewing and planning activities.
- 492 G. Each executive board member and standing committee chair is responsible for
493 developing a preliminary Action Plan and proposed budget for the Spring meeting.
494 Regional Representatives, ad hoc committees, and others requesting to use WSPA
495 funds must develop an Action Plan that details activities and requested funds for the
496 following fiscal year. The budget information will be compiled by the Treasurer and
497 reviewed by the Finance Advisory Workgroup prior to the Long Range Planning
498 Meeting. Time will be allocated for discussion, modification and adoption of the
499 budget at the Long Range Planning Meeting.
- 500 H. A brief report of activities and expenses of action plan sheets will be regularly
501 updated for each board meeting.
- 502 I. The WSPA Treasurer will provide budget status reports to the WSPA Board at all
503 WSPA Board meetings.
- 504 J. Pass down logs are maintained by every Executive Officer, Regional Representative,
505 and Standing Committee Chair. The pass down logs will contain a description of
506 activity, current budget, accumulated progress reports, historical background, and
507 other sections as needed.

508 **Program and Budget Planning Time Line**

509 At Long Range Planning, all WSPA Board members will meet and present a proposed
510 budget and discussion of future directions. A final budget will be endorsed at that time.
511 Committees will spend no more than 25% of their allotted budget before the October
512 convention when the budget will be presented to the general assembly.

513 **FINANCES**

514 **Association Finances**

515 **Values**

- 516 ▪ Leaders make financially responsible decisions.
- 517 ▪ Investments are socially responsible.
- 518 ▪ Expenditures support the goals and mission of the Association.

- 519 ▪ Expenditures are consistent with approved budget.
520 ▪ Leadership is financially prudent in scheduling and fulfilling WSPA activities.

521 **Procedures**

522 The Executive Committee will determine the desired annual contribution to net assets
523 during the budget process. WSPA will maintain a crisis prevention and intervention plan
524 for its finance and accounting operations.

525 **General Reimbursement**

526 The authority of WSPA leadership to arrange financial commitment shall be restricted to
527 the activity of their positions and to the approved budget of that activity by line item. Any
528 budget changes between program activities and/or line items above \$200 shall require the
529 approval of the Executive Committee. For expenditures under \$200, leaders may reallocate
530 monies across the standing committee's budget lines as long as the activities in those lines
531 have been approved by the WSPA Board.

532 For leadership and standing committee budgets, the Treasurer will monitor expenditures
533 for any potential or actual budget overrun. The Treasurer will try to resolve the issue and
534 then, if resolved, notify the WSPA Board of the resolution. If the Treasurer cannot resolve
535 the issue, the matter will be brought to the Executive Board or the WSPA Board for
536 disposition with a recommendation from the Treasurer.

- 537 A. Reimbursement requests must be approved through the budgeting process and
538 endorsed by the WSPA Board before requests are initiated.
- 539 B. The person responsible for the reimbursed activity shall sign all reimbursement
540 requests indicating the appropriate activity for a meeting or activity. All requests for
541 reimbursement (except per mileage) require receipts or documentation.
- 542 C. All reimbursement requests must be submitted on official WSPA reimbursement
543 request forms.
- 544 D. The Treasurer or the President shall sign off on all reimbursement requests.
- 545 E. All requests for travel reimbursement shall be submitted not more than thirty days
546 from the last date of travel, and reimbursement requests (travel or other expenses)
547 shall be submitted no later than June 30 for the fiscal year.
- 548 F. Travel, room, and per diem meal reimbursement is contingent on an individual's
549 meeting attendance. An individual that does not show at a required meeting due to
550 extenuating circumstances, and has already accrued expenses, can petition the
551 executive committee for partial reimbursement.
- 552 G. Members will secure the least expensive room and means of travel available and
553 reasonable in terms of travel time, scheduling, and connections.
- 554 a. Lodging reimbursement must be pre-approved through the budgeting
555 process and will be provided on a shared room basis. Members who elect a
556 single room will pay the difference between the single and half-double rate.
557 In situations where an uneven number of same gender persons are present,
558 it is suggested that priorities for the remaining single room be given to a
559 person arriving at a later date or leaving early.

- 560 b. Per diem meal reimbursement will be limited to those meals not otherwise
561 provided by WSPA, and may be claimed only for the period of time during
562 which the member is away from home fulfilling WSPA duties. Alcohol
563 expenses, even when part of a meal, are not reimbursed.
- 564 H. Approved individuals may receive reimbursement for all meals normally consumed
565 during the period of WSPA travel and activity, regardless of the number of meals
566 actually eaten, except for those provided by WSPA. Per diem meal rates will be
567 indicated on the WSPA reimbursement form as approved by the Executive
568 Committee.
- 569 I. WSPA Board members should choose a mode of transportation that is fiscally
570 responsible and reasonably accommodates the traveler for schedule and service to
571 WSPA. If a board member chooses an alternative mode of transportation to a
572 meeting destination, he or she will not be reimbursed more than what the typical
573 transportation cost would be. WSPA will pay for fares and fees associated with
574 travel that are not voluntary charges (e.g., mandatory fees for 1st checked bag,
575 booking fees, etc.). Automobile mileage will be reimbursed at the WSPA approved
576 rate. Rental car reimbursement must be preapproved by the Treasurer or President
577 and is limited to actual rental fees and gasoline. WSPA will not pay for voluntary
578 rental car insurance.
- 579 J. If a person elects to arrive earlier or stay longer at a WSPA destination,
580 reimbursement will only be provided for travel or other expenses that are taken
581 within the realistic time span of the WSPA activity. If a member combines other
582 travel with WSPA travel, reimbursement will not exceed the lowest travel cost
583 which would have been incurred without the additional travel.
- 584 K. Exceptions to the above General Reimbursement Procedures must be preapproved
585 by the President or, in his/her absence, the Treasurer. The President exercises
586 authority over all reimbursement by WSPA that is not included in an approved
587 budget.
- 588 L. Disputed reimbursements will be mediated by the President, with a final resolution
589 by the WSPA Board if necessary.

590 **Authorization for Meeting Attendance**

591 The WSPA President or designee must authorize reimbursement for attendance at
592 conferences not listed in the approved budget in advance. When traveling to any meetings
593 with full or partial support from WSPA, a written report is to be submitted to the WSPA
594 President within one month of attendance.

595 **WSPA Travel Support and Presentation Honoraria**

- 596 A. If WSPA is providing salary or income replacement or paying any travel expenses,
597 no honorarium may be accepted.
- 598 B. When a WSPA President (or his/her designee) is asked to attend a WSPA regional
599 event as an official representative of WSPA, and speak on matters related to WSPA,
600 WSPA will bear up to one-half the cost of travel (including mileage, tolls, parking,
601 airfare) to and from the meeting. The host region shall bear the remaining travel

- 602 costs, as well as the costs of room and board. If the region invites the WSPA
603 President to present a workshop in addition to a keynote or banquet address on a
604 topic unrelated to the WSPA President's involvement (position) within the WSPA
605 leadership, WSPA will continue to bear the expense described above.
- 606 C. In certain instances, WSPA may agree to incur a greater share of the expenses. The
607 WSPA President, in consultation with the Executive Committee, authorizes these
608 agreements (usually 30 days in advance of the meeting). The President has the
609 authority to make these arrangements and to designate the person(s) who shall
610 represent the Association.
 - 611 D. Ordinarily, only one person shall be authorized to represent WSPA and is usually
612 the President, President-Elect, or Past President. The President may designate
613 others as the circumstances dictate. For such representation, no honorarium is to be
614 provided.
 - 615 E. When the primary purpose of a leader's attendance at a host regional meeting is to
616 provide an independent presentation and no visible WSPA-related activity is
617 involved, WSPA funds are not used to defray any of the costs incurred.

618 **USE OF WSPA LOGO**

619 **Values**

620 The WSPA logo signifies official positions, policies, resolutions, and communications. Care
621 is taken to use it appropriately.

622 **Procedures**

- 623 ■ Only current WSPA leaders and staff are authorized to use the WSPA logo and/or
624 letterhead to conduct official WSPA business and should only use it when conveying
625 communication consistent with WSPA beliefs, policies, and positions.
- 626 ■ Affiliated regional groups are authorized to use the WSPA logo when conveying
627 official WSPA information.
- 628 ■ The WSPA logo may not be used for campaigning purposes.

629 **MEMBERSHIP**

630 **Procedures**

- 631 A. Classes of individual membership are defined in Article IV of the Bylaws.
- 632 B. WSPA provides publications and training opportunities for and on behalf of the
633 membership to advance the profession of school psychology and to enhance the
634 welfare of children and families.
- 635 C. WSPA may memorialize members and friends of WSPA who have made significant
636 contributions to the Association or to the profession.
- 637 D. There shall be an annual meeting of the membership at a time and place determined
638 by the Executive Committee. When possible, this will be at the Fall Convention and

639 will be announced in the convention program booklet.

640 **NOMINATIONS AND ELECTIONS**

641 **Values**

642 Efforts are made to encourage maximum participation by WSPA members in the election
643 process and contested elections are encouraged. Elections are fair, and ample opportunity
644 is given for the membership to learn about the candidates through the use of printed,
645 electronic, or audio methods.
646

647 **Procedures**

648 The Association shall maintain the Nominations and Elections procedures. Procedures
649 include the following:

650 **Nomination Process**

- 651 • At least 30 days before an election, the Chair will solicit nominees for an elected
652 position
 - 653 ○ President - every other year
 - 654 ○ Treasurer and Secretary – alternating every year.
- 655 • The WSPA Nominations and Election Chair will communicate to the WSPA Board the
656 total number of nominees and total numbers accepting nominations.
- 657 • The WSPA Executive Committee, in consultation with the Membership Chair, must
658 review and approve the final list of accepted nominations. All nominees must be a
659 Full or Lifetime WSPA Member in good standing AND a credentialed school
660 psychologist in the state of Wisconsin. If a nominee is found to meet these criteria,
661 she/he will remain on the ballot.
- 662 • Nominees may not use mass electronic communication avenues for election
663 purposes (e.g., membership email, listserv, Facebook, etc.) during any stage of the
664 campaign. Violations will be reported to the Chair of Nominations and Elections for
665 resolution and may be brought to the Executive Committee or entire WSPA Board
666 for resolution.

667 **Election Process**

- 668 • All approved nominees for President will be asked to submit up to a 300-word bio,
669 to be posted on the electronic ballot. Candidates may personalize their bio, but must
670 respond to the following questions specifically:
 - 671 ○ Why do you want to be the President of WSPA?
 - 672 ○ Describe your leadership experiences and leadership style.
 - 673 ○ If elected, what specific goals or vision would you set for WSPA?
- 674 • For Secretary and Treasurer, candidates will be asked to submit up to a 300-word

675 bio, to be posted on the electronic ballot. Candidates may personalize their bio, but
676 must respond to why they are seeking the elected office.
677 • Advertising and balloting for an election will be either electronic or paper at the
678 discretion of the Chair of Nominations and Elections by balancing the participation
679 of the membership in voting with the most cost-effective method.
680 • WSPA Members will have the opportunity to cast a vote over a two-week window.
681 • The Chair and a second member of the Nominations & Elections committee will
682 confirm the election results and communicate this to the WSPA Board at the close
683 of the election.

684 **Other**

685 Board members are encouraged to communicate any proposed bylaw changes to the WSPA
686 Board. Whenever possible, bylaw voting will occur on the same ballot as the WSPA Board
687 elections.

688 **DOCUMENTS OF THE ASSOCIATION**

689 **Values**

690 Written official documents reflect the beliefs of the Association and are created to provide
691 guidelines for professional practice and operation of the Association.

692 Written documents that confer the policies, positions, procedures, and beliefs are
693 important to excellence in WSPA governance, and should be maintained with accuracy and
694 diligence. Leaders are familiar with the documents and refer to them with regularity and
695 diligence in their work.

696 *All* WSPA documents maintain the integrity of the Association, appropriately represent the
697 values and standards of the Association, and have a comprehensive review process before
698 they are released and distributed.

699 **Procedures**

- 700 ■ WSPA Board Members will be responsible for maintaining documents of the
701 Association according to their respective roles and the time lines associated with the
702 document as outlined in the Operations Handbook or the Constitution and Bylaws.
- 703 ■ The WSPA Secretary records minutes of all WSPA Board meetings. Minutes
704 accurately reflect the business of the official meetings, and will be maintained on the
705 WSPA website for access by leaders.
- 706 ■ These documents will be available to all leaders in either printed copy or on the
707 WSPA website.

708 **WSPA Governance Documents**

709 WSPA Bylaws

710 WSPA Operations Handbook

711 WSPA Action Plans
712 Minutes

713 **Operations Handbook and Minutes**

- 714 A. Minutes will indicate the place, date, and time of the meeting, and the names of all
715 participants at the meeting, including guests and staff.
- 716 B. Minutes will accurately reflect the business of the official meetings and will be a
717 record of what was considered and accomplished at a meeting, not a record of
718 conversations. Documents should be attached to minutes as necessary to record
719 official dated adoptions and policies.
- 720 C. Minutes will be completed within 30 days of a meeting, and will be provided for
721 approval in the agenda of the following meeting.
- 722 D. Approved minutes will be immediately posted and maintained on the WSPA website
723 for access by leaders.
- 724 E. The Operations Handbook will reflect actions requiring changes to the document, as
725 the Secretary reviews the Operations Handbook during each year of his/her term
726 and revises as needed. Every three years, a three-member task force appointed by
727 the President and chaired by the Secretary will review and update the Operations
728 Handbook as needed.

729 **WSPA Board and Committee Procedural Manuals**

730 WSPA Procedural Manuals are internal documents that reflect the procedures and
731 operations of boards and some committees. All procedural manuals will be kept as an
732 appendix to this handbook and available for all leaders.

733 **Position Statements**

- 734 ■ Position statements are formal pronouncements that reflect the official position of
735 the Association with regard to a specific professional issue and are accompanied by
736 supporting documentation when appropriate.
- 737 ■ All position statements may be reviewed and revised at any time and at a minimum
738 are reviewed every five years and are revised or withdrawn at least every ten years.
- 739 ■ The WSPA Board approves new or revised position statements.
- 740 ■ New or reviewed position statements undergo a review process and are
741 disseminated to the leadership prior to the meeting at which they are adopted.
- 742 ■ Position statements that are outdated and/or are no longer appropriate as official
743 positions of the Association may be withdrawn by the WSPA Board.

744 Approved by the WSPA Board: March 20, 2013
745

APPENDIX A: WSPA Goals for 2010

Goal	Strategies
By 2015, WSPA will increase advocacy for school psychologists	<p><i>Member surveys of perception of job satisfaction and of WSPA support</i></p> <ul style="list-style-type: none"> • Promote WSPA services and accomplishments • Organize a coalition to advocate for the official recognition of the NCSP as equivalent to the Master Educator license • Develop annual action plan related to advocacy from NASP PPI • Executive Board Member attendance at regional meetings and other affiliated group meetings • Prioritize lost of contacts (i.e., organizations and affiliated groups) • Create talking points and messages for promoting school psychology
By 2015, WSPA will increase collaborative connections with other professional associations	<p><i>Increase number of non-WSPA attendee's at WSPA-sponsored events</i></p> <ul style="list-style-type: none"> • Appoint liaison for other associations, submit articles for other association newsletters, link to other organization websites • Co-sponsor conventions • Progress monitor attendance of non-WSPA attendees at WSPA-sponsored events • Connect advocacy to all school psychologists through regional meetings
By 2015, WSPA will maintain the provision of high quality professional development opportunities	<p><i>Attendance at WSPA-sponsored events average 1,000 participants per year. Conference evaluation forms will reflect satisfaction of services and objectives met at 80%</i></p> <ul style="list-style-type: none"> • Maintain outstanding conventions • Recruit high quality presenters • Maintain quality of Fall/Spring convention and Summer Institute • Add WSPA-sponsored workshops as appropriate
By 2015, WSPA will increase perceptions of value of association membership	<p><i>WSPA Survey; convention evaluations; total number of members; ratio of retained students through internship; percent of committed actions completed at annual LRP</i></p> <ul style="list-style-type: none"> • Town hall, student panels, and other opportunities for member participation at conferences • Newsletter articles: roles of school psychologists and regional representative introductions • Membership fee into fall convention • Focus on student issues and internship (i.e., retention of student members) • Renew investigation and focus into economic/demographic relevance (urbal/rural) • Visibility and transparency regarding association actions; Invites to board meetings • Follow through and advocacy on action plans; Promotion at convention/events
By 2015, WSPA will improve public relations activities	<p><i>Increase total average monthly hits on website</i> <i>Increase total membership</i> <i>Increase number of school psychologist presentations and collaborative activities</i></p> <ul style="list-style-type: none"> • Explore options for annual "swag" • Improve communication and visibility with statewide • Improve visibility of board members at conventions • Seek corporate sponsorship/partnerships • Establish archives of useful information on website (e.g., JH newsletter) • School Psychology Week proclamation and promotions

