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## **Delaware Association of School Psychologists By-Laws**

### Article I: Name, Vision, Mission, and Objectives

1. The name of this organization shall be the “Delaware Association of School Psychologists” or “DASP”. It shall be affiliated with the National Association of School Psychologists (NASP).
2. The vision of DASP is that all Delaware students achieve their own academic, emotional, and social potential.
3. The mission of DASP shall be to represent and support Delaware School Psychologists in their efforts to enhance the learning, mental health, and behavior of all Delaware students.
  - a. The objectives of DASP shall be:
    - i. Competent and Informed Membership - DASP provides opportunities for its membership to collaborate across the state and to obtain a wide range of skills necessary to support all students.
    - ii. Engaged Leadership - DASP leaders are committed and actively involved in the current issues affecting its membership and the students they serve.
    - iii. Advocacy - DASP engages in actions that seek to positively influence the lives of the students we serve and the status of school psychology in Delaware.
    - iv. Whole-Child Approach - DASP understands the importance of supporting all of a child’s unique needs and partnering with their families and communities to do so.
    - v. Collaborative Relationships - DASP partners with related organization, agencies, and others to work towards similar goals.
4. DASP is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Service or corresponding section of any future federal tax code.



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## **Article II: Membership**

1. Membership in DASP shall consist of five categories: Full, Retired, Student, Associate, and Honorary members.
  - a. DASP Full Members are those individuals who are fully licensed as School Psychologists in Delaware, or those trained as School Psychologists but currently functioning as supervisors of school psychological services or engaged in the training of School Psychologists at a college or university in Delaware. Full members shall be entitled to all the rights and privileges of DASP membership.
  - b. DASP Retired Members are those individuals who were licensed as School Psychologists in Delaware and have now retired from the field of education and are no longer employed on a full-time basis. Retired members shall be entitled to all the rights and privileges of DASP membership.
  - c. DASP Student Members are those individuals who are currently enrolled as students and do not yet hold School Psychology certification or licensure. Student members shall have voting privileges in all matters affecting DASP, except in the election of officers and proposed revisions of the by-laws of DASP, and shall not serve as officers of DASP.
  - d. DASP Associate Members are those individuals having an interest in School Psychology (e.g., School Counselors, other professionals, School Psychologists licensed in another state, parents, etc.). Associate members shall be non-voting members and may not hold a DASP office.
  - e. DASP Honorary Members are those individuals not currently functioning as School Psychologists who have been recognized as providing significant support to the field of school psychology. Such individuals shall be nominated yearly by the DASP President, with their nomination approved by a simple majority of the Executive Board. Honorary DASP members shall



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be non-voting members and may not hold a DASP office. Note: Traditionally, Delaware Department of Education representatives acting as Liaisons to DASP have been granted Honorary DASP membership.

2. Application for membership in DASP shall be made to the Membership and Communication Chairperson on a yearly basis.
3. The Membership and Communication Chairperson will recommend acceptance or rejection of DASP members to the Executive Council. A simple majority vote of the Executive Council will be used to ratify membership recommendations.
  - a. Membership shall become effective upon payment of dues to DASP.
  - b. Violation of the NASP Code of Ethics may result in a rejection of membership.
4. Membership may be terminated by the Executive Council for any of the following reasons:
  - a. Non-payment of DASP dues
    - i. Members may be reinstated upon payment of DASP dues
  - b. Violation of the NASP Code of Ethics: violation charges are to be presented to the Executive Council, and the Executive Council will determine membership status after charges are reviewed.
  - c. A member of the Executive Board may be removed from their position if they are found to be in violation of the NASP Code of Ethics or if they are found to be derelict in their duties to DASP. The violation charges are to be presented to the Executive Council. After the charges are reviewed, a member of the Executive Board may be removed with simple majority vote, using the rules as set forth in Article VII.
5. DASP is committed to a policy of nondiscrimination and the promotion of equal opportunity, fairness, justice, and respect for all persons. DASP works to ensure that the association, graduate education programs, and settings in which school psychologists work



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are safe and welcoming and provide equal opportunity to all persons regardless of actual or perceived characteristics, including race, ethnicity, color, religion, ancestry, age, national origin, immigration status, socioeconomic status, language, disability, gender, gender identity, gender expression, sexual orientation, cognitive capabilities, social-emotional skills, developmental level, chronic illness, or any other personal identity or distinguishing characteristic. Discrimination is defined as acting toward people in a manner that results in adverse impact because they share similar characteristics or because they are from specific groups.

### **Article III: Executive Council**

1. The elected officers of DASP, comprising the Executive Council, shall be: President, Past-President, President-Elect, Secretary, and Treasurer.
  - a. It shall be the duty of the President to preside at all meetings of DASP, to appoint non-elected members of the executive board, and to execute the affairs of DASP as determined by the membership.
  - b. It shall be the duty of the Past-President to serve on the Executive Council. The Past-President shall also serve as the SPOTY Chair. Additional duties may be assigned at the discretion of the current President.
  - c. It shall be the duty of the President-Elect to preside at meetings of DASP during the temporary absence or incapacity of the President. The President-Elect shall also serve as the Audit Chair. Additional duties may be assigned at the discretion of the current President.
  - d. It shall be the duty of the Secretary to keep the minutes of all business meetings, executive board meetings, and executive Council meetings, as well as conduct all official correspondence of DASP. Duties also include maintaining the list of current district liaisons for communication purposes when needed by



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other DASP Board Members or sub-committee chairs.

- e. It shall be the duty of the Treasurer to have custody of all funds of DASP. The Treasurer will sign checks and distribute funds as authorized by the DASP Executive Council. The Treasurer will keep records of all receipts and disbursements. The President will appoint a committee for the purpose of conducting an annual audit of the previous fiscal year bookkeeping. Results of the audit will be reported to the Executive Council as well as the membership.
2. The nomination and election of elected officers of DASP shall be made at the business meeting of the annual DASP conference.
3. Nominations may be made by any Full or Retired DASP member in good standing.
4. The Secretary and Treasurer of DASP shall serve for two year terms commencing July 1 of the fiscal year for which they are elected. The President, President-Elect, and Past-President shall serve for one year terms commencing July 1 of the fiscal year for which they are elected. Successive terms are permissible.
5. Executive Council members may only hold one elected position at a time, but may serve conjointly as an appointed officer.
6. In the event of death, incapacity, or resignation of an elected officer, a successor shall be elected to fill the remaining term by a majority vote of the members at the next business meeting of DASP.

### **Article IV: Executive Board**

1. The Executive Board shall consist of members of the Executive Council, Delaware's NASP Delegate, and the appointed officers of DASP.
2. The appointed officers of DASP shall include: Membership Chair, Program Chair, Government and Professional Relations (GPR) Chair, Parliamentarian/Credentialing Contact, Communications Chair, and Nominations Committee.
  - a. The Membership Chair shall maintain a list of current members



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- in good standing and promote increased DASP membership and membership engagement on DASP Board sub-committees and in DASP sponsored events. The Membership Chair will disseminate information on the benefits of being a DASP member and will organize member events (such as a 5k, volunteering projects, social events, etc.).
- b. The Program Chair shall head the Program Committee. The Program Committee is responsible for planning, organizing, and executing DASP conferences, workshops, and other professional development.
  - c. The Government and Professional Relations (GPR) Chair shall head the GPR Committee. The GPR Committee is responsible for building relationships among key stakeholders outside of the organization to increase awareness of school psychological services and advocate for the needs of children.
  - d. The Parliamentarian/Credentialing Contact shall maintain DASP documents and records and ensure DASP procedures are followed. Duties also include serving as a point-person for all state credentialing questions and information. The Parliamentarian/Credentialing Contact is also responsible for maintaining continuing education credits in partnership with NASP, DDOE, or any other professional organizations.
  - e. The Communications Chair will moderate the DASP forums and other social media communications.
  - f. The Nominations Committee will review and, by simple majority, appoint committee chairs.
3. The Nominations Committee shall consist of the Executive Council Members.
  4. Co-Chairs may be appointed at the discretion of the Nominations Committee.
  5. Appointed officers regularly report to the Executive Board.
  6. Delaware's NASP Delegate is voted on by Delaware NASP Members in good standing, for a term of three years. NASP Delegate



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responsibilities are outlined by NASP. NASP Delegates are strongly encouraged to be Full Members of DASP and to serve on the Executive Board.

### **Article V: Committees**

1. Four committees serve under the Executive Board of DASP: Program, GPR, Audit, and School Psychologist of the Year Award (SPOTY Award). Other committees may be formed, as necessary to the functioning of DASP.
  - a. The Program Chair will recruit and manage members of the Program Committee. Members of the Program Committee shall be members of DASP in good standing.
  - b. The GPR Chair will recruit and manage members of the GPR Committee. Members of the GPR Committee shall be members of DASP in good standing.
  - c. The President-Elect shall serve as the Audit Chair, and will appoint at least three members to the Audit Committee, to review all fiscal documents, bookkeeping, and other DASP records. Members of the Audit Committee shall be members of DASP in good standing. The Treasurer shall not be a member of the Audit Committee.
  - d. The Past-President shall serve as the SPOTY Award Committee Chair, and will appoint at least three members to the SPOTY Award Committee, one representative from each county, to review SPOTY Award nominations. Members of the SPOTY Award Committee shall be members of DASP in good standing. SPOTY Award nominees shall not be members of the SPOTY Award Committee.

### **Article VI: Meetings**

1. Types of DASP meetings include: business, Executive Board, Executive Council, and committee meetings.
  - a. Business meetings are open to all current DASP members in



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- good standing. All current DASP members should be invited to participate in all business meetings.
- i. There will be a minimum of one DASP business meeting per fiscal year.
  - ii. The President shall call additional business meetings at the request of at least five members of DASP or at his/her discretion.
- b. Executive Board meetings shall consist of members of the Executive Council, Delaware's NASP Delegate, and the appointed officers of DASP, and are open to all current DASP members in good standing.
- i. There will be a minimum of four Executive Board meetings per fiscal year.
  - ii. The President shall call additional Executive Board meetings at his/her discretion.
- c. Executive Council meetings shall consist of the elected officers of DASP, including the President, Past-President, President-Elect, Secretary, and Treasurer.
- i. The Executive Council will meet at the discretion of its members.
- d. Committee meetings shall consist of committee members and committee Chairs.
- i. Committees will meet at the discretion of the Committee Chair.

### **Article VII: Voting Procedures**

#### **1. General Membership**

- a. A quorum (minimum number of members needed to hold a vote) shall consist of one-fifth of the general voting membership (refer to Article II – Membership).
- b. A quorum must be present before voting may occur.
- c. A simple majority (51% or more votes) is needed in business meeting voting.



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### **2. Executive Board**

- a. A quorum of the Executive Board shall consist of a simple majority of current Executive Board members.
- b. A quorum must be present before voting may occur.
- c. A vote of 2/3 of the Executive Board members present is needed to approve a motion or action.

### **3. Executive Council**

- a. A quorum of the Executive Council shall consist of all five members.
- b. A quorum must be present before voting may occur.
- c. A simple majority is needed to approve a motion or action.
- d. If the motion or action involves a member of the Executive Council, the remaining members of the Council shall vote without that member present.

### **Article VIII: Dues and Assessments**

1. There will be dues and/or assessments appropriate to cover annual expenses.
2. The amount of dues or assessments for each membership category shall be determined by the Executive Board.
3. Dues shall be payable annually and maintain membership for the remainder of the fiscal year.
4. The fiscal year shall commence on July 1 and continue through June 30 of the following calendar year.
5. Yearly dues shall be waived for Honorary DASP Members.

### **Article IX: Dissolution Clause**

1. Upon the dissolution of this organization, 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 Delaware Department of Education so long as the Delaware Department of Education is exempt under section 501(c)(3) at the time the



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dissolution takes place. In the event that said beneficiary is not qualified, is not in existence, or is unwilling or unable to accept the assets of this organization at the time of dissolution, assets shall be distributed to Delaware's state government for an educational purpose.

### **Article X: Amendments**

1. Amendments to the bylaws may be proposed by any member on petition of five percent of the voting membership, or on recommendation of the Executive Board. Proposals shall be submitted in writing to the DASP Secretary.
2. Notice of such proposed amendments shall be given at least one month in advance of voting to all voting members
3. Amendments to the bylaws may be made in either of two ways:
  - a. A simple majority is needed, provided a quorum (1/5) of the general voting membership is ascertained, at any regular or called business meeting (see Article VII: Voting Procedures)
  - b. By mail or online ballot in which the polls shall close thirty (30) days after the mailing/posting of the ballot. A simple majority is needed, provided a quorum (1/5) of the general voting membership has voted.

ADOPTED: 1/4/13

REVISED: 5/8/14

REVISED: 5/13/16

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