

# **COLORADO SOCIETY OF SCHOOL PSYCHOLOGISTS**

## **MISSION STATEMENT**

The mission of CSSP is to strengthen the effectiveness of school psychologists in addressing the academic, social, and emotional needs of children and youth in Colorado.

## **BELIEF STATEMENT**

We believe that school psychologists have a unique niche in the educational process. We are grounded in research-based educational and psychological practice and collaboration skills that allow us to provide the leadership necessary for the educational change process.

**COLORADO SOCIETY OF SCHOOL PSYCHOLOGISTS  
BY-LAWS**

**Article I: Name and Objectives**

Section 1 The name of this organization shall be The Colorado Society of School Psychologists.

Section 2 The objective of this organization shall be to serve the needs of the children of Colorado by:

- A. Taking a leadership role in advancing the education and development of children and youth
- B. Providing school psychologists the opportunities for both personal and professional fellowship;
- C. Advancing the status of school psychologists through professional growth and development;
- D. Representing its members' professional interests in relation to other branches of psychology, the field of education, other related disciplines, and the public;
- E. Promoting and maintaining high standards of professional preparation, service, and ethical conduct among its members as outlined in the Professional conduct manual and the Standards for Training and Field Placements of the National Association of School Psychologists

**Article II: Membership**

Section 1 There are five categories of membership in the Colorado Society of School Psychologists:

- A. Regular Membership in The Colorado Society of School Psychologists shall be open to any person who meets one or more of the following criteria:
  - 1. Certified or licensed for the practice of school psychology by the Colorado Department of Education;
  - 2. Actively engaged in the practice of school psychology;
  - 3. Trained in that field but functioning as a supervisor or consultant for school psychologists;
  - 4. Primarily engaged in providing college or university training for school psychologists;
  - 5. Retired from the practice of school psychology.

*\*Regular Members are entitled to vote and hold office.*

- B. Life Membership shall be open to persons who have reached 55 years of age, who have been regular CSSP members for at least 5 years and who are presently retired. Life members are entitled to vote and hold office and annual dues are waived.
- C. Student Membership shall be open to persons who are enrolled in graduate-level training programs for school psychologists and are not employed as a school psychologist on a full salaried basis. Student members are entitled to vote but shall not hold elective office.
- D. Associate membership shall be open to persons who are engaged in a closely related field of education or mental health, and are not eligible for Regular Membership. Associate Members are not entitled to vote or hold office.
- E. Honorary Membership shall be open to persons who have or are engaged in activities that have promoted the visibility, understanding, and professionalism of school psychology and are not in the field of school psychology. The President shall recommend suitable candidates for honorary membership to the Council. Confirmation of honorary membership shall require a majority vote of the Council. Honorary members are not eligible to vote or hold office and annual dues are waived.

## Section 2

The CSSP Membership Committee (further described in Art. V, Sec. 3) shall be responsible for preparing application forms, and for distributing, receiving and evaluating applications submitted by persons wishing to join this Society. Forms for applications shall be designed to cover the five categories of membership. The Committee shall be free to require pertinent data, and to investigate and verify applicants' statements. New members shall promptly be notified by a designated member of the Committee, who shall also collect the appropriate amount of dues from each applicant. Each new member will have access to the current by-laws via the CSSP website.

## Section 3

Membership in CSSP may be terminated upon non-payment of dues or may be considered for dismissal for violation of the Principles of Professional Ethics referred to in Article I, Section 2.e.

Section 4 Annual dues shall become payable on or before July 1. Any member who fails to pay membership dues and assessments by July 31 shall be dropped from the membership roster. New members wishing to join this Society after January 1st shall pay one-half dues that correspond to the appropriate membership category.

**Article III: Elected Officers**

Section 1 Designated as “elected officers” shall be: the immediate Past-President, President, President-elect, secretary and treasurer. All nominees for elected offices shall be either Regular or Life Members of this Society and shall be voted into office by the entire membership. The presidency is a three year term which encompasses one year as president-elect, one year as president and one year as past president. The secretary and treasurer positions are two year terms. The term “year” shall mean July 1 through June 30.

Section 2 Primary nominations shall be sought from the entire CSSP membership. Responsibility for preparation of the final ballot shall rest with the Professional Relations Committee. No name shall be placed on the final ballot without consent of the nominee. Preferential voting and mail balloting shall be employed. An option for electronic voting may be employed.

If, after the close of nominations by the membership, there is no candidate for a particular office, then it is the responsibility of the Executive Officers to secure a candidate for that office subject to confirmation by the Executive Council.

Section 3 In case of a vacancy occurring in the Presidency, during a term of office, the President-elect shall take the President’s place and shall succeed to the Presidency at the close of that term. The office of President-elect shall remain vacant until the election for the ensuing year has been completed. Vacancies occurring in the other elected offices shall be filled by the Council, by majority vote of those present at the meeting where the decision is to be made. Fifteen days’ notice must be given to members of the Council, prior to placing any vacancy on the agenda.

Section 4 Duties of the elected officers shall be as follows:

The *President* shall call and preside at all meetings of the Society and of its Council, shall appoint the chairpersons of the standing committees and of special committees and task forces (all subject to approval by a majority of the elected officers), and shall be considered a member of all such committees and task forces, and oversee all affairs of the Society (see Art V). At the end of his/her term the President shall report to the Council and general membership on the accomplishments of the other officers, and all standing and appointed committees or task-forces during his/her term. A further responsibility is to ensure that yearly income and expenditures are subject to fiscal review at the close of the current term.

The *President-elect* shall take the place of the President whenever the latter is unable to function, shall succeed to the Presidency in case of vacancy, and shall be bound by the agreement to continue as CSSP President during the ensuing year.

The *Past President* shall offer advice and assistance in whatever ways the incoming officers' desire, and shall be a member of the Council.

The *Secretary* shall keep minutes of all business meetings of the Society and of its Council, shall issue calls and notices of all meetings elections, and other activities of the Society, and shall furnish copies of minutes for all meetings which have occurred since the previous mailing.

The *Treasurer* shall have custody of all funds, shall sign checks for disbursement of funds, shall keep careful accounting of all receipts and expenses, and shall provide statements on the condition of the treasury, to the membership at each general meeting and to the Council at each of its meetings. The Treasurer shall also cooperate with the Membership Chairperson in preparing the list of members in good standing and of persons eligible to hold office. Records of the office shall be made available to the Fiscal Advisory Committee at the close of the current term (June 30).

#### **Article IV: The Executive Council**

## Section 1

The Executive Council shall consist of the executive officers, regional representatives, the National Association of School Psychologists (NASP) delegate, the student/new practitioner representative and four program managers. The President shall appoint members in good standing to serve as members of the Executive Council with the exception of the executive officers and the NASP delegate who shall be determined by election. All members of the Executive Council shall serve as voting members.

- A. Executive officers shall consist of the President, immediate Past-president, President-elect, Secretary and Treasurer.
- B. Regional representatives shall be appointed by the President and approved by a majority of the Executive Council. Regions shall be designated to ensure that all areas of the state are adequately represented on the Executive Council.
- C. Each regional representative's term of office shall run concurrently with those of other non-elected Executive Council members.
- D. Functions of the regional representatives shall be to maintain liaison between their constituents and the Executive Council and therefore assure that their constituent members are fully represented. Communication shall be enhanced through a variety of methods including technology, regional meetings, etc.
- E. Functions of the student/new practitioner representative shall be to assure representation of the interests/needs of those entering the profession of school psychology as well as to create a method which provides for the introduction of new thoughts/ideas/innovations into the organization.
- F. Program managers shall oversee the areas of Advocacy, Professional Development, Information Services and Professional Standards. Functions of the program managers shall be to establish and maintain strong communication between committee members and the Executive Council, to advise the Executive Council on matters of importance by representing the opinions and perspectives of the committee members, to facilitate regular meetings of each program area, to determine operational needs of the committees, and to represent the interests of those committees through the program manager's council vote.

## Section 2

Meetings of the Executive Council shall be scheduled at the discretion of the President or upon request from four members of the Executive Council. Council issues requiring votes between meetings may be

addressed through alternatives to physical meetings, including, but not limited to: technology, telephone conference call, etc.

Section 3 Five voting members present at any meeting of this Executive Council shall constitute a quorum and a majority vote shall rule.

Section 4 The Executive Council shall conduct matters of business according to a list of standing rules. These rules shall be generated by motions of any member of the Executive Council. Adoption shall require a second and approval by 2/3 majority vote of the Executive Council. Any change in said rules shall require a similar procedure.

**Article V: Program Areas**

Section 1 Program managers shall be appointed by the President by July 31, with input from the chairpersons in the respective program area, and their terms shall coincide with the calendar and officers' year. Program managers are voting members of the Executive Council.

Section 2 Chairpersons of the Program Area committees shall be appointed by the President by July 31 and their terms shall coincide with the calendar and officers' year. Committee chairpersons are not voting members of the Council but are represented by the vote of their program managers. Chairpersons may appoint as many additional members to their committees as are deemed necessary, with the approval of a majority of the Executive Officers.

Section 3 All program managers and program area chairpersons may be nominated for and voted to any of the elected offices on the Executive Council. Should the Professional Relations chairperson be nominated for and decide to run for office, he/she shall consult with the President in developing a plan to avoid conflicts of interest.

- A. The Advocacy Program area may include the following committees and/or individuals: Legislative, Wellness Coordinator, Crisis Team, Collaborative Relations, as well as others deemed appropriate by the Executive Council.
- B. The Professional Development area may include the following committees: Conference, Courage to Risk, Student Representatives,

Professional Relations, as well as others deemed appropriate by the Executive Council.

- C. The Information Services area may include the following committees: Publications, Membership, Research, Technology, Media Relations, as well as others deemed appropriate by the Executive Council.
- D. The Professional Standards program area may include the following committees and/or individuals: University Trainers, Colorado Department of Education, Independent Practice as well as others deemed appropriate by the Executive Council.

Section 4 Specific responsibilities of Executive Council members and responsibilities of program areas/committees shall be placed in the Policies and Procedures manual and updated annually.

Section 5 Ad hoc committees shall be created by the President to address special issues and interest of the Society. Ad hoc committees shall not have voting privileges and each term of office shall end on June 30.

**Article IV: Dues Structure, Meetings**

Section 1 Assessments or changes in dues may be recommended by and voted on by the Executive Council.

Section 2 Quorum for general membership shall be 20% of the voting members. A majority vote shall decide the issue.

Section 3 There shall be a least one General Membership meeting held during the year, which will be held during the Conference.

**Article VII: Amendments to the By-Laws**

Section 1 Amendments to these By-Laws may be proposed by a two-thirds vote of the Council or by any ten voting members of the Society.

Section 2 Voting on proposed revisions or amendments shall be by mail ballot sent to all voting members or at the General Membership Meeting provided a quorum is present. A two-thirds vote of those returning ballots shall be required for adoption. Polls shall be closed 15 days after the mailing date.



Ballots shall be counted and certified by the Professional Relations Committee.

**Article VIII: Dissolution or Termination of the Organization**

Upon the dissolution of the organization, the Council shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Council shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which have organized and operated exclusively for such purposes.

**COLORADO SOCIETY OF SCHOOL PSYCHOLOGISTS  
POLICIES & PROCEDURES**

# **POLICIES AND PROCEDURES MANUAL**



## 100 CSSP General

**100.1 Objective:** To serve the needs of the children of Colorado by:

- A. Taking a leadership role in advancing the education and development of children and youth;
- B. Providing school psychologists the opportunities for both personal and professional fellowship;
- C. Advancing the status of school psychologists through professional growth and development;
- D. Representing its members' professional interests in relation to other branches of psychology, the field of education, other related disciplines, and the public;
- E. Promoting and maintaining high stands of professional preparation, service, and ethical conduct among its members as outlined in the Professional Conduct Manual and the Standards for Training and Field Placements of the National Association of School Psychologists.

**100.2 Annual Objectives:**

- A. Annual objectives shall be established by the Executive Council through the action planning process.
- B. Committee activities to meet the objectives will be submitted as budget requests to the Fiscal Advisory Committee for approval, subject to approval by the Executive Council and based on the annual priorities of the organization.
- C. The Executive Council will vote on the committee activity plans as part of its approval of all FAC recommendations. This process will be completed by July 30th and approved by the incoming Executive Council to allow the incoming president and new committee chairpersons the ability to plan activities before the Fall Conference.
- D. Annual objectives and approved activities will be presented to the general membership at the membership meeting at the Fall Conference.

## 101 Membership

**101.1 Categories of Membership:** There are five categories of membership.

- A. Regular membership
  - 1. Shall be open to anyone who meets one or more of the following criteria:
    - a. Licensed or license eligible for the practice of school psychology by the Colorado Department of Education;
    - b. Actively engaged in the practice of school psychology;
    - c. Trained in that field, but functioning as a supervisor or consultant for school psychology;
    - d. Primarily engaged in providing university training for school psychologists;
    - e. Retired from the practice of school psychology.
  - 2. Privileges: Regular members are entitled to vote and hold office.
- B. Life membership
  - 1. Shall be open to persons who
    - a. Have reached 55 years of age,
    - b. Have been regular CSSP members for at least 5 years, and
    - c. Who are presently retired.
  - 2. Privileges: Life members are entitled to vote and hold office and annual dues are waived.
- C. Student membership
  - 1. Shall be open to persons who
    - a. Are enrolled in graduate-level training programs for school psychologists
    - b. Are not employed as a school psychologist on a full salaried basis
  - 2. Privileges: Student members are entitled to vote but shall not hold an elective office; however, are eligible for appointed office
- D. Associate membership
  - 1. Shall be open to persons who
    - a. Are engaged in a closely related field of education or mental health
    - b. Are not eligible for Regular Membership
  - 2. Privileges: Associate members are not eligible to vote or hold office.
- E. Honorary membership
  - 1. Shall be open to persons who

- a. Have or are engaged in activities that have promoted the visibility, understanding, and professionalism of school psychology and
  - b. Are not in the field of school psychology.
2. The President shall recommend suitable candidates to the Council. Confirmation of honorary membership shall require a majority vote of the Council.
  3. Privileges: Honorary members are not eligible to vote or hold office and their annual dues are waived.

**101.2 Requirements of Membership:** All officers, area representatives, and committee members shall be regular or life members of the Society.

**101.3 Membership Application Procedures:**

- A. Formal application for membership, including verification for membership category purposes shall be completed and returned to the Membership Chair, or completed online.
- B. All applications will be processed through the Membership Committee. Data for new members is entered by Membership Chair or online by member, checks received by Membership Chair are forwarded to Treasurer.
- C. An applicant, when accepted, will become a member upon payment of dues.
- D. If there is a question of qualification, it shall be resolved by the Executive Council by a simple majority vote.
- E. Each new member can access the current by-laws via the CSSP website.

**101.4 Membership Dues:**

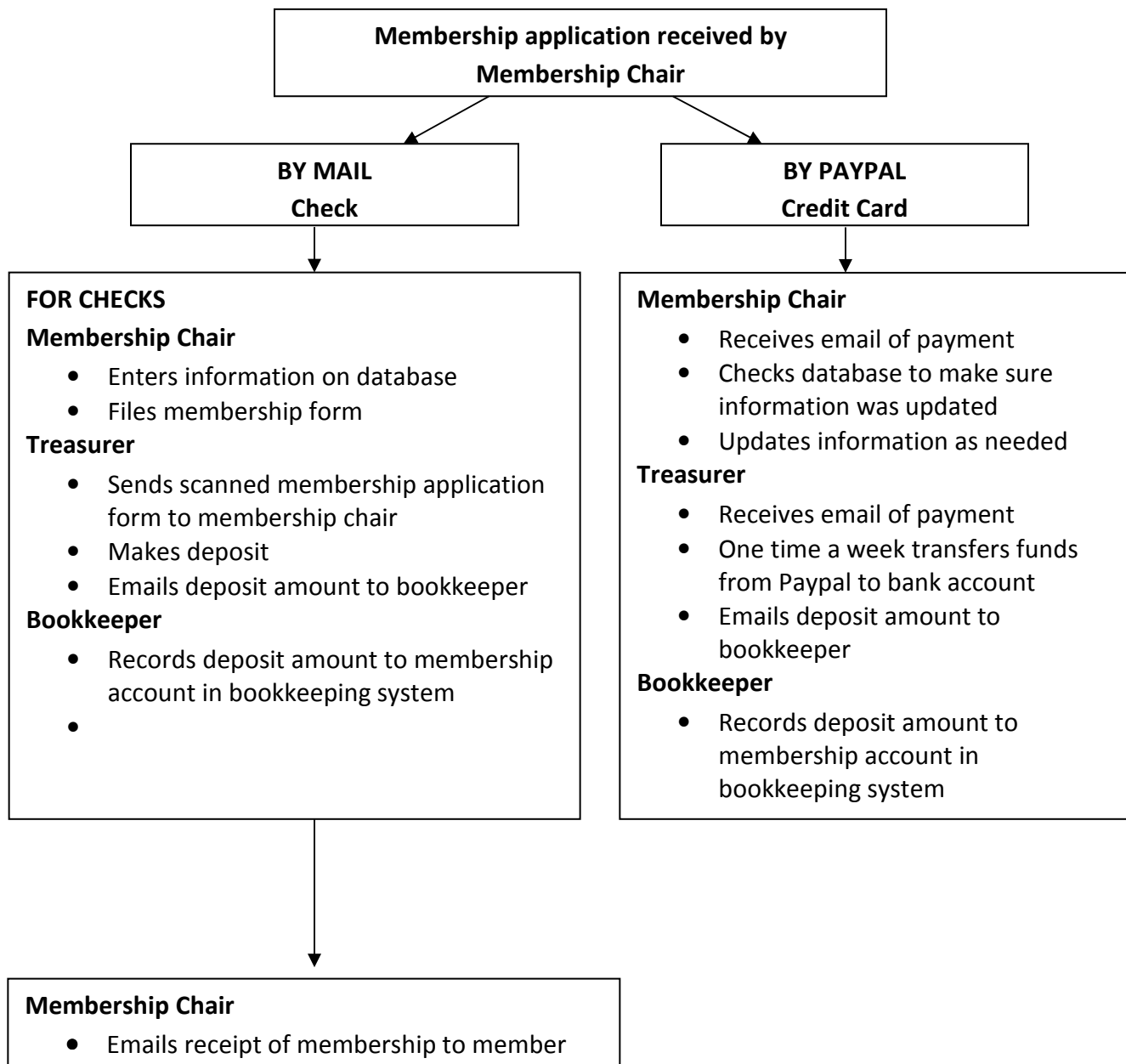
- A. Members shall pay dues as established for each membership category.
- B. Dues shall become payable on or before July 1.
- C. Any member who fails to pay membership dues and assessments by a final renewal date (set by the Membership Committee) shall be dropped from the membership roster.
- D. Assessments or changes in dues may be recommended by and voted on by the Executive Council.

**101.5 Termination of Membership:**

- A. Membership may be terminated for nonpayment of dues 2 weeks after the final renewal date.
- B. Membership Committee will make an attempt to contact members who do not renew, with a reminder regarding deadline for renewing and impending termination of membership.
- C. Former members whose membership has lapsed because of nonpayment of dues may be reinstated upon payment of dues owed.

## 101.6 Membership Duties

### *FLOW CHART FOR MEMBERSHIP*





**102 Organizational Units.** Elected officials of the organization and their terms of office are:

<b>102.1 Elected Offices</b>	Term of Office
President	1 year (July 1 – June 30)
President-Elect	1 year (July 1 – June 30)
Past President	1 year (July 1 – June 30)
Secretary	2 years (July 1 – June 30)
Treasurer	2 years (July 1 – June 30)

**102.2 Executive Council:** The voting members of the Council: Voting members of the Executive Council consist of the Society’s President, President-Elect, Immediate Past-President, Secretary, Treasurer, Regional Representatives, the Colorado Delegate to NASP, and the Student/New Practitioner Representative and Program Managers: Advocacy, Professional Development, Information Services, Professional Standards

**102.3 Committee Chairpersons:** Shall be as designated by CSSP by-laws.

- A. Committee Chairpersons are to be appointed by the President by July 31 and their terms shall coincide with the fiscal year beginning July 1 and ending June 30th.
- B. All chair appointments must be approved by the majority vote of the elected officers of the society before Chairs assume their duties.
- C. Chairpersons may appoint as many additional members as are deemed necessary to carry out the tasks of their committee.
- D. All Standing Committee Chairpersons may be nominated and voted to any of the elected offices on the Council.
- E. The Chairperson of the Nominations and Elections committee shall be eligible to seek any office. Should the Nominations chairperson be nominated and decide to run for office, she/he shall consult with the President and develop a plan to avoid conflicts of interest.

**102.4 Ad Hoc Committees:**

- A. The President may appoint Ad Hoc Committees as needed to address special issues or interests of the Society.
- B. Ad Hoc Committees Chairpersons shall not function as voting members of the Council and each term of office shall end on June 30.

### **102.5 Termination of Appointments:**

- A. Elected officers of the Society are discouraged from simultaneously serving as the standing chairpersons of committees with large budget needs in order to avoid conflict of interest with the officer's role on the FAC. In the event that a committee chair is elected to an office, that person may continue to fill both roles only with the approval of the majority of elected officers.
- B. The President may remove a chairperson from the appointment if responsibilities of the committee are not being fulfilled. The President may reappoint a new person to the chair with a majority vote of the officers approving the new appointment.
- C. At the beginning of his/her term as President, the President-Elect may decide to reappoint a chair or appoint a new chair to all standing committees.
- D. The President or any officer of the Society may be asked to resign their position if they are not fulfilling the responsibilities of that office. The request for termination shall be initiated by a majority of elected officers and the termination approved by the majority of the Executive Council.

### **102.6 Student Representatives:**

- A. The President shall also appoint, at the recommendation of each University School Psychology Training program, student representatives to the Board.
- B. Student Representatives are expected to attend the Council meetings and to submit activity plans and budget requests, but are not voting members of the Board.

### **102.7 University Trainers:**

- A. A representative from each University School Psychology Program may be appointed by the University Program Director to represent University perspectives and concerns to the Executive Council.
- B. University Trainers serve in an advisory capacity and are not voting members.

### **102.8 Regional Representatives:**

- A. The President shall appoint members to serve as regional representatives of the Executive Council.

- B. Their terms of office shall run concurrently with those of other Council members and they shall be voting members of the Executive Council.
- C. Functions of the Regional Representatives shall be:
  1. To maintain liaison between their constituents and the Executive Council;
  2. To keep communication channels open between the Executive Council and their constituent members in order to fully represent school psychologists in their region;
  3. To use appropriate means to do so, such as meetings in their respective regions or group meetings at the Society's conference.

**103 Policies and Procedures of the Society:** Rules and guidelines for effective management, accountability, and governance of the organization.

**103.1 Policies and Procedures Handbook:** The Society shall maintain a Policies and Procedures Handbook which shall contain the operating policies and procedures of the Society.

- A. Development and Revisions: Each policy/procedure shall be reviewed annually by the responsible organizational unit and revised according to the following procedure:
  1. Prior to the Executive Council reviewing any new or revised policy or procedure, the submitting unit must:
    - a. Word process the policy or procedure in the proposed format.
    - b. Give the proposed new or revised section to the Past President, President-Elect or designee prior to the Council meeting at which it will be discussed.
    - c. Request that the revision be placed on the Executive Council agenda as an action item.
  2. The Past President, President-elect or designee presents the revision to the Council.
  3. If approved by the majority of the Executive Council, the revision will be assigned an effective date and distributed to all members of the Executive Council by the Past President, President-elect or designee.
  4. If disapproved, the submitting chairperson shall incorporate any comments or suggestions and resubmit the revision or act in

accordance with the wishes of the Executive Council regarding resubmission.

- B. Distribution and Maintenance:
  - 1. The Policy and Procedures Handbook shall be distributed each year to new officers and members of the Executive Council. Officers and Executive Council members are responsible for adhering to the policies and procedures contained in the handbook.
  - 2. The President-Elect and Past President are responsible for coordinating the annual review of the handbook and may appoint a designee or revision committee to assist them as necessary.
  - 3. Failure to follow policies and procedures of the Society may constitute grounds for termination of the officer's or committee chairperson's term of office.

**103.2 Standards:** Standards are sets of polices with broad implications for the practice of School Psychology in the State of Colorado. Standards documents are located in the Appendix Section of the Policies and Procedures handbook.

**103.3 Position Statements:** The Society shall develop position statements that reflect "Best Practices" to guide the day-to-day activities of Colorado practitioners of the profession. Available researched-based practices are included in the formulation of the statements.

- A. Development and Approval of Position Statements:
  - 1. Creation of position statements shall be the responsibility of the Ethics and Professional Standards Committee with members added to the standing committee who represent expertise and extensive knowledge in the area being addressed.
  - 2. All position statements must be submitted as an agenda action items to the Executive Council for approval by the majority before being disseminated to the general membership or the public.
  - 3. Each position statement shall be added to the Appendix of the Policies and Procedures Manual after adoption by the Council.
  - 4. Position Statements approved by CSSP must be consistent with current NASP positions on the issue.
  - 5. Dissemination must be to the entire membership through the CSSP newsletter or at the General Membership meeting at the annual Conference.

#### **103.4 Resolutions:**

- A. Formally represent the sentiment of the Executive Council on a current issue impacting the activities or the members of the Society
- B. May be approved by a majority vote of the Council
- C. May be presented to the Council by any officer or committee chair
- D. Will be reflected in the minutes and published for the membership in the newsletter and/or on the website

#### **103.5 Amendment of Bylaws:**

- A. Amendments or revisions to the Bylaws of the Society may be proposed by a two-thirds vote of the Council or by any ten voting members of the Society.
  - 1. Voting on proposed revisions/ amendments shall be by mail ballot sent to all voting members of the organization or at the General Membership Meeting provided a general membership quorum is present.
  - 2. A two-thirds vote of those returning ballots shall be required for adoptions.
  - 3. Polls shall be closed 15 days after the mailing date.
  - 4. Ballots shall be counted and certified by the Past President, President-elect or designee appointed to update the policies and procedures of the organization.

#### **103.6 Meetings:**

- A. Chairpersons of the Program Area committees shall be appointed by the President by July 31 and their terms shall coincide with the fiscal year. Committee chairpersons are not voting members of the Council but are represented by the vote of their program managers. Chairpersons may appoint as many additional members to their committees as are deemed necessary, with the approval of a majority of the Executive Officers.
- B. Any Council issue may be decided between quarterly meetings by mail, email ballot, or by telephone, provided that no member of the Council objects to that procedure.
- C. Quorum: Six voting members present at a physical meeting or via e-mail or telephone conference call, of this Council shall constitute a quorum and a majority vote shall rule.
- D. Smoking: Smoking will not be permitted in the Council meetings.

E. Rules of Order:

1. The rules contained in the most recent revision of Robert's Rules of Order shall govern the Society.
2. Group consensus may be an option for deciding issues when the Council agrees that the consensus building procedure would benefit the group.
3. The Council shall conduct matters of business according to a list of standing rules.
4. These rules shall be generated by motions of any voting member of the Council. Any change in said rules will require a similar procedure.

## **104 Compliance with ADA:**

**104.1 Hotel Contracts:** All hotel contracts with CSSP shall include provisions that the hotel certify it is fully accessible to disabled persons and meets all requirements of ADA.

**104.2 Meeting Notices:** A statement will be added to all official meeting notices that indicates CSSP's compliance with ADA and that disabled persons should make their needs known to CSSP in order for the organization to make reasonable accommodations. CSSP will consult with the attendee to dialogue about what services are needed, provided CSSP has received notification by the annual conference early registration deadline. CSSP will provide reasonable accommodations which may include: one day of expenses for an interpreter (attendee will choose which day), a maximum of two nights of lodging, and/or mileage reimbursement not to exceed 150 miles one-way (food expenses are not covered.) On the other days of the conference, CSSP will provide note taking, preferential seating, and/or lecture notes. The final decision regarding reasonable accommodations will rest with CSSP as they take into consideration needs of the attendee and financial feasibility of providing the accommodations.

**104.3 Membership:** Membership applications will request information regarding the special needs of members who are disabled to enable reasonable accommodations to be made in written materials of the Society and in physical environments.

**105 Liaison and Coalitions:** CSSP will form coalitions and alliances that will further its mission.

**105.1 Criteria for affiliations:**

- A. The group will focus on child, educational, or professional issues of vital interest to CSSP.
- B. The affiliation will increase the visibility and or impact of CSSP.
- C. The affiliation will increase CSSP's ability to advocate for prioritized issues related to its mission.
- D. Cost of affiliation is in proportion to the benefit to CSSP.
- E. Affiliation is not construed as an automatic endorsement of the group's policies or positions but CSSP is permitted to take positions on individual issues as they arise.

**105.2 Criteria for Sponsorship/Endorsement:** The primary sponsor of the conference or workshop is an organization committed to goals that are consistent with the overall mission of CSSP.

**105.3 Procedures for Sponsorship:**

- A. A proposal for sponsorship shall be submitted by a member of the Executive Council with the following information:
  - 1. Goal or mission of the conference
  - 2. Cost of sponsorship
  - 3. Rationale for sponsorship
- B. Sponsorship of any event must be approved by the Executive Council.

**106 Policy for Public Communications:** CSSP will use two types of speakers to respond to media requests: CSSP spokespersons and resource persons.

**106.1 Spokespersons:**

- A. Are elected or appointed CSSP representatives who are officially authorized to speak for CSSP on matters concerning official positions and policies.
- B. The primary spokesperson shall be the President (or designee).
- C. The Legislative Chairperson shall be responsible for addressing legislative issues in addition to the President.

**106.2 Resource Persons** are individuals who may be referred to media sources in order to address specific topics and issues relevant to school psychology. Resource persons are not authorized to act as spokesperson for CSSP or to represent the Society's position.

**106.3 Media Relations Chairperson:**

- A. The Media Relations Chairperson will maintain and regularly update a media resource list. The list will contain:
  - 1. Topics relevant to school psychology
  - 2. Names of persons who have agreed to be available to address them.
- B. The resource list will be available to the President and will be updated on an ongoing basis.

**106.4 News Releases:**

- A. All CSSP news releases will be coordinated with the President and the MR chairperson.
- B. All news releases must be submitted to the President for approval before their release to the media.
- C. All news releases must reflect the mission of CSSP and indicate CSSP as an affiliate organization of NASP.

**106.5 CSSP Letterhead:** Elected officers and committee chairpersons are representatives of CSSP are authorized to use printed CSSP letterhead stationery. Correspondence from the Executive Council members must reflect official policies of CSSP.

- A. Letters reflecting official CSSP policies or positions must be developed in conjunction with or approved by the President or his/her designee.
- B. Responses to inquiries that reflect official CSSP policy must be approved by the President or his/her designee.
- C. All correspondence from Committee chairpersons to agencies or organizations or "outside" individuals should be printed on CSSP letterhead and copies sent to the President.

**106.6 Newsletter Advertising**

- A. Policy: The Colorado Society of School Psychologists (CSSP) accepts advertisements of products and services that are related to the delivery of school mental health services as well as for products and services of



psychological and/or educational value to the users of school psychological services (school systems, school staff, parents, and students/children). CSSP does not accept political advertisements.

*\*The publication of any advertisement by CSSP is neither an endorsement of the advertiser, nor of the products or services advertised. CSSP is not responsible for any claims made in an advertisement. CSSP reserves the right to reject, omit or cancel advertising which it deems not to be in the best interest of the organization. Advertising is subject to discussion by the Executive Council and Fiscal Advisory Committee, however, the final decision rests with the newsletter editor.*

- B. Procedures: Ads must be submitted to the editor in camera-ready format and can only be accepted in a .jpg or .pdf format, 2-color only. CSSP is not responsible for the quality of the artwork. Ads should be submitted with a release form indicating it has been submitted by someone who will have the authority to pay for the ad. All ads must be submitted with contact information with who the editor can call regarding questions or approval of the ad. Once the ad has been approved you will be notified and then must pre-pay for the ad space. Printing is guided by policy, quality of copy, and availability of space.

*\*Our newsletter is a 3-column format. Columns are 2.375" wide and 9.75" tall (full height)*

C. Rates:

Employment Notices	Free (in-state only)
Full Page (3 columns, 7.5" x 9.75")	\$250.00
Half Page (3 columns, 7.5" x 4.75")	\$125.00
2 columns - half page (4.937" x 4.75")	\$75.00
1 column – half page (2.375" x 4.75")	\$50.00
Business card size	\$30.00
Line ads	\$5.00 per line (4-line minimum). Line is 60 characters.

- D. Conferences and workshops that are sponsored in whole, or in part, by CSSP and/or NASP will be advertised in our newsletter and on our website.

*\*Conferences and workshops that are not sponsored in whole, or in Part, by CSSP and/or NASP will be advertised in our newsletter and on our website if the applicable advertising rates are paid. Otherwise all information will be forwarded to CSSP's liaison at CDE for distribution through CDE.*

**107 Finances:** The financial affairs of the Society shall be the specific responsibility of the Fiscal Advisory Committee.

**107.1 Fiscal Advisory Committee:** Is composed of the elected officers of the Council (President, Past-President, President-Elect, and Secretary, and Treasurer). Additional members who may have expertise related to the issues under consideration by the FAC may be appointed on an AD HOC basis by the President.

**107.2 Budget Approval:**

- A. Each committee and officer shall submit an Action Plan to the Fiscal Advisory Committee by a deadline set by the President, typically June 30 with proposed activities for the year and projected costs.
- B. The FAC shall consider all budget requests and shall propose a budget for each officer and each committee based on projected income for the year.
- C. The proposed budget will become the final budget upon approval of the majority of the Executive Council.

**107.3 Appeals:**

- A. In the event of a denial of requested funds, a committee chairperson or officer has the right to appeal the budget item to the FAC with detailed documentation of the need for the budget item.
- B. The FAC shall reconsider the request and shall give an explanation of the decision to the person submitting the appeal.
- C. Executive Council members will budget an estimated amount for travel expenses during each year to cover the expenses for mileage and overnight costs for meetings that are vital to the accomplishment of the goals of the committee.

**107.4 Financial Authority:** The authority of chairpersons and officers to enter into financial commitment shall be restricted to the activity of their position and to the approved budget of the committee. Any contract over \$1,000 will require signature from at least two members of the Fiscal Advisory Committee. Budget requests will be recommended by the Fiscal Advisory Committee and final approval by the entire Council.

**107.5 Reimbursements:** All requests for reimbursements will be made upon CSSP reimbursement forms to the Treasurer with receipts attached. Upon approval of the Treasurer, reimbursements will be made to the requester within a one month time period. It is required that all board members requesting reimbursement fulfill the duties of their position as described in the Policy and Procedures Manual.

- A. Reimbursement for meetings: Mileage reimbursement will be made to Executive Council members who travel over 100 miles during the fiscal year to attend Council meetings or emergency meetings of the Society with the exception of the annual conference and the annual planning retreat with proper documentation. Subsequent mileage will be reimbursed at 50% of the 2-wheel drive state government rate.
- B. Overnight lodging reimbursement of up to \$100.00 will be made to Executive Council members who travel over 100 miles one way to attend Council meetings or emergency meetings of the Society with the exception of the annual conference and the annual planning retreat.
- C. Each committee shall budget for the travel expenses of its chairperson through the annual action planning process.
- D. Executive Council members will budget an estimated amount for travel expenses during each year to cover the expenses for mileage and overnight costs for meetings that are vital to the accomplishment of the goals of the committee.

**107.6 NASP:** Annual NASP Convention expenses (transportation, registration, meals, and lodging) will be reimbursed by CSSP for the President and President-Elect. In addition, NASP sponsored leadership training expenses (transportation, registration, meals, and lodging) for one conference will be paid by CSSP for the President and President-Elect if NASP does not cover the expenses. In both cases, lodging will be reimbursed at 50% for the President-Elect.

**107.7 Student Representatives:** Student Representatives will submit an annual budget for approval by the FAC for use at their respective University or at the convention to cover costs of a meeting to promote CSSP membership and professional awareness among school psychology students.

**107.8 Accountability:**

- A. Each Executive Council member is required to submit an end of the year report to the Treasurer and to the President documenting activities and expenses for the year. The report must be sent to the President and the Treasurer by June 30.
- B. The Treasurer is responsible for reporting quarterly expenses, encumbrances, and balances to each Executive Council member. An annual audit is also the responsibility of the Treasurer to ensure the fiscal affairs of the Society are in order.

**107.9 Meeting Reimbursement:** Authorization for meeting reimbursement not included in the annual budget request must be pre-approved by the President and Treasurer to ensure accountability.

**107.10 Reserve Fund:** The Society shall maintain a reserve fund which will reflect 20% of the annual budget projection to the extent possible.

**107.11 Budget**

- A. It is the responsibility of each Executive Council member to maintain a balanced budget.
- B. The Treasurer is responsible for:
  - 1. Monitoring expenditures and income with bookkeeper
  - 2. Making recommendations to the Executive Council for cost efficiency and revenue saving actions.
  - 3. Investments with the Approval of the Executive Council.

## **200 Elected Officers**

### **200.1 President**

Roles and Responsibilities of the President:

- 1. Shall call and preside at all meetings of the Society and of its Council.
- 2. Shall appoint the chairpersons of the standing committees and of special committees and task forces (all subject to approval by a majority of the elected officers).

3. Shall be considered a member of all such committees and task forces and shall oversee all affairs of the Society.
4. At the end of his/her term the President shall report to the Council and general membership on the accomplishments of the other officers, and all outstanding and appointed committees or task forces during the term.
5. Ensure that yearly income and expenditures are subject to fiscal review at the close of the current term.
6. Set date for meeting of Fiscal Advisory Committee prior to August Executive Council Meeting.
7. Conduct FAC meeting, at which time officers will compile action plans and budget requests for all committees and elected chairs into a budget proposal for the presidency year.
8. Convene and preside over Executive Council Meetings (August, at October conference, February, and in May with cooperation with incoming President).

*\*In order to schedule meetings at certain non-profit venues the Society's Employee Identification Number may be provided.*

**CSSP EIN:**

742256501

9. Send call for agenda items and meeting notices for all meetings.
10. Work with conference chairperson to finalize details for conference, including presiding over the membership luncheon, opening welcome, Council meeting, and participation in "forum" discussion groups.
11. Fulfill leadership responsibilities at the Annual Conference.
  - a. Sign membership certificates for membership committee.
  - b. Preside over general membership business meeting, presenting a summary of business of the organization, introducing officers and committee chairpersons, presenting the School Psychologist of the Year Award and other awards.
  - c. Participate in forum sessions at the conference as planned by the conference chairperson.
  - d. Preside over the scheduled Executive Council Meeting.
  - e. Complete or assign a designee to write a letter of recommendation for the School Psychologist of the Year to submit to NASP.
12. Attend annual NASP leadership training activity and annual NASP conference as a representative of CSSP.

13. Assist the President-Elect with planning for the agenda and leadership activities for the annual planning retreat:
  - a. Collaboratively preside over the planning retreat and the Executive Council meeting.
  - b. Report on the accomplishments and status of the Society at the close of the term.
  - c. Ensure that yearly income and expenditures of the Society are reviewed and are in order.
  - d. Acknowledge the work of Officers and committee chairpersons.
  - e. Assist the President-Elect with transitioning to the presidency, and present the gavel to the incoming president.
  - f. Assist new committee chairpersons in developing their action plans for the year.
14. Ongoing responsibilities throughout the presidency year:
  - a. Maintain correspondence of the Society
  - b. Represent the Society as required by current issues and events.
  - c. Maintain regular contact with all committee chairs and elected officers of the Society.
  - d. Preside over decision-making as it is required between Council meetings.
  - e. Insure that responsibilities and duties necessary to the Society are assigned to and carried out by designated members.
  - f. Closely communicate with the NASP delegate to insure ongoing communication of state needs are presented at the national level.

## **200.2 President-elect:**

### Roles and Responsibilities of the President-elect:

1. Take the place of the President whenever the latter is unable to function.
2. Succeed to the presidency in case of vacancy and shall be bound by agreement to continue as CSSP President during the ensuing year.
3. Work with the Past President to ensure review and revision of Policies and Procedures Manual.
4. Plan and conduct the annual CSSP planning retreat in collaboration with the president for the purpose of setting goals, action plans, and budget for the upcoming year.
5. Carry out other duties as assigned by the President.
6. Serve as a member of the Fiscal Advisory Committee.

7. Become familiar with the policies and procedures of the organization and with Robert's Rules of Order in preparation for assuming presidency.
8. Attend the NASP sponsored leadership activities to begin a collaboration process with the national organization.
9. Assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **200.3 Past-President**

Roles and Responsibilities of the Past-President:

1. Offer advice and assistance in whatever ways the incoming officers' desire and shall be a member of the Executive Council.
2. Work with the President-Elect to ensure review and revision of the Policies and Procedures.
3. Implement any duties as assigned by the President to ensure continuity of the organization.
4. Shall serve as a member of the Fiscal Advisory Committee.
5. Assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
6. Offer to write an article for the newsletter on conference activities.

### **200.4 Secretary:**

Roles and Responsibilities of the Secretary:

1. Keep minutes of all business meetings of the Society and of its' Council and disseminate copies of the minutes to the Executive Council members.
2. Assist the President with developing the agenda for each Council meeting.
3. Assist the President with additional activities of the organization as needed.
4. Shall serve as a member of the Fiscal Advisory Committee.
5. Shall be responsible for ensuring the 504C3 status of the organization and for communicating with the Colorado Secretary of State's office regarding matters related to the nonprofit status of CSSP.
6. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **200.5 Treasurer:**

Roles and Responsibilities of the Treasurer:

1. Maintain custody of all funds.

2. Sign checks for the disbursement of funds.
3. Keep careful accounting of all receipts and expenses.
4. Provide statements on the condition of the treasury to the Council at each quarterly meeting and to the general membership at the annual meeting.
5. Pay reimbursements to officers and members in a timely fashion.
6. Serve as a member of the Fiscal Advisory Committee.
7. Work with the Membership chairperson and Technology chair in preparing the list of members in good standing and of persons eligible to hold office.
8. Provide records of the office to the FAC at the close of the current term (June 30).
9. Represent CSSP's interests for the purpose of audits, taxes, and other fiscal matters. Prepare appropriate documentation in support thereof.
10. Make recommendations regarding fiscal actions which would benefit CSSP (e.g., where to maintain accounts to minimize service charges and maximize interests/dividends).
11. Maintain procedure for advancing funds:
  - a. Requests for advanced funds for budget items may be made to the treasurer for activities approved in the action planning process.
  - b. Requests for funds for activities not included in the budget planning process must be submitted to the President for consideration.
12. Deposit all cash, checks (excluding Crisis Team).
13. Send deposit information to bookkeeper.
14. Maintain database information in conjunction with Membership chair, Technology chair and Conference chair.
15. Approve all reimbursement requests and invoices from vendors.
16. Oversee all aspects of Paypal in collaboration with the Technology chair.
17. Communicate with bookkeeper and accountant about CSSP business.
18. Follow up on returned checks.
19. Receive and deposit checks for membership and share new and renewing membership information with Technology chair.
20. Maintain PO Box Address and keys.



**PO BOX ADDRESS:**

CSSP

c/o Suzanne Delap

PO Box 3553

Greenwood Village, CO 80155-3553

*\*The box is located at the USPS at Arapahoe Rd and I-25 near the Tech Center.*

- 21. Follow up on open invoices.
- 22. When transitioning between treasurers the outgoing treasurer will mentor the incoming treasurer for an adequate amount of time as needed, and will also update a duty calendar as needed.
- 23. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
- 24. Maintain original Certificate of Exemption from the State of Colorado:

**TAX EXEMPT CERTIFICATE**

Form DR 72

STATE OF COLORADO  
DEPARTMENT OF REVENUE  
CERTIFICATE OF EXEMPTION

RETAIN IN  
A PERMANENT PLACE

THIS CERTIFICATE IS  
NON TRANSFERABLE

Identification Number	Issue Date			DEPARTMENT OF REVENUE SALES AND USE TAX SECTION  1375 Sherman Street Denver, Colorado 80261
	Mo	Day	Yr	
98-05602	04	12	84	
<i>Please use this number for all reference purposes.</i>	COLORADO SOCIETY OF SCHOOL PSYCHOLOGISTS 12050 E UTAH PL AURORA CO 80012			
	<i>Name and Address</i>			

The organization designated herein is exempt from Colorado Sales Tax and State Collected Local Sales Tax on purchases made by such organization from their own funds and for the exclusive use of said organization.

This certificate may be revoked by the Department of Revenue for improper usage.

## 200.6 Bookkeeper:

Roles and Responsibilities of the Bookkeeper:

1. Record deposits.
2. Make disbursements approved by CSSP.
3. Reconcile bank statements.
4. Supply CSSP with appropriate reports
  - a. Profit/Loss
  - b. Bank Account Balances
  - c. Committee Breakdowns
  - d. Crisis Team Information
5. Provide CSSP with information that is requested by Accountant for tax preparation.
6. Maintain all Crisis Team funds, including deposits and disbursements.

## 300 Executive Council

**Purpose:** The Executive Council of Directors shall assume responsibility for the business of the organization to be conducted according to the Bylaws and policies and procedures of the Society.

**Structure:** The organizational structure of the Executive Council shall conform to the Bylaws of the Society.

**Contracts:** Contract signing authorization shall be the responsibility of the Executive Officers of the Council and specific committee chairpersons as pertains to the activities of each committee. Each contract must be reviewed by the Executive Officers before a commitment is made on behalf of the Society.

**Meetings:** Meetings of the Executive Council shall be called in accordance with the policies of the Society. The president may call meetings of the Executive Officers as needed to conduct the business of the Society.

**Parliamentarian:** The President may appoint a Parliamentarian to assist with monitoring the Rules of Order of Executive Council Meetings.

All Executive Council members are expected to:

1. Attend four executive council meetings per year to include the Spring Retreat.
2. Attend any additional called meetings whether a physical meeting or other (i.e. telephone conference call, chat room, on-line discussion, etc.).

3. Check email regularly and correspond in a timely fashion.
4. Report any address, telephone, work or email changes promptly to the President and/or Technology Chairperson.
5. Demonstrate leadership in the implementation of new initiatives in school psychology professional development.
6. At the spring retreat, identify short-term objectives that support the annual goals of the organization.
7. Construct an annual budget outlining funds necessary to accomplish the annual goals of the organization.
8. At the spring leadership retreat, complete an “evaluation of progress” toward identified objectives that were related to the annual goals of the organization from the previous year.
9. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **300.1 Regional Representatives**

Roles and Responsibilities: Regional representatives have the following responsibilities as voting members of the Executive Council:

1. To maintain liaison between their constituents and the Executive Council and, therefore, to assure that their Constituent members are fully represented.
2. Serve as CSSP contact person for the members in their region.
3. Add new names to the email list/ listserv (via communication with the Technology chairperson or Webmaster) as needed.
4. Coordinate at least one official CSSP gathering (webinar, conference call, regional networking reception, lunch, training) as budget allows per year for school psychologists and others in their region.
5. Submit one newsletter article per year on a topic of particular interest for each of the six regions (Eastern, Metro, Northern, Pikes Peak, Southern, Western), 2 articles per issue as space allows.

### **300.2 NASP Delegate**

Roles and Responsibilities: The NASP Delegate has the following responsibilities as a voting member of the Executive Council:

1. Shall provide a communication link between the NASP leadership and staff and the CSSP leadership and Members, to include issues of importance to school psychologists, children, family, and educators, including professional development opportunities.
2. Shall be a voting member of the CSSP Executive Council.

3. Shall attend two NASP delegate assembly meetings a year and one regional meeting as scheduled by NASP and vote on NASP issues as a representative of Colorado school psychologists.
4. Collaborates with the CSSP conference chair regarding a NASP display table and participation in “forum” sessions as scheduled.
5. Participates in the publication committee by submitting a quarterly CSSP newsletter article featuring NASP news.
6. Communicates with other committee chairpersons to identify resources of NASP and CSSP which would provide mutual benefit.
7. Shall respond to correspondence from NASP to provide information about school psychology issues in Colorado.
8. Shall respond to requests from Colorado school psychologists related to national issues, publications, position statements, professional development opportunities, etc.
9. Shall serve on in-state committees as requested by the CSSP President.
10. Shall attend NASP and CSSP leadership trainings as scheduled.
11. Attend any additional meetings as required by CSSP and/or NASP necessary whether a physical meeting or other (i.e. telephone conference call, on-line discussion).
12. Distribute information from NASP via the CSSP website or membership list.
13. Serve as manager of the Colorado “e-community” on the NASP website.
14. Provide a CSSP supported donation to the NASP Children’s Fund Auction held each year at national conference.

### **300.3 Student/New Practitioner Representative**

Roles and Responsibilities: The Student/New Practitioner Representative has the following responsibilities as a voting member of the Executive Council:

1. Serve as monitor and contact person for school psychology students and practitioners who have <3 years of experience in the field of school psychology.
2. Add new names to the email list/ listserv (via communication with the Technology Chairperson or Webmaster) as needed.
3. Serve as the scholarship silent auction chair, coordinate the auction, and manage student representatives as part of the auction team.

#### ***TAX ID NUMBER***

*74-2256501*

*\*This tax ID number designates CSSP as a nonprofit organization and should be included on all Silent Auction letters.*

4. Work closely with membership chair in recruiting new members.
5. Develop and maintain a communication system with members.

### **300.4 Program Manager**

Roles and Responsibilities: Program Managers have the following responsibilities as voting members of the Executive Council:

1. Facilitate meetings of their program area before or on the morning of Executive Council meetings.
2. Represent their program area at Executive Council meetings.
3. Serve as a communication liaison between the Executive Council members and program area committee chairpersons.
4. Remind program area committee chairpersons of upcoming meetings via email.
5. Monitor listservs/ email lists of program area committee chairpersons and members.
6. Submit a newsletter article for one newsletter and provide respective website area updates to the Technology chair quarterly.

## **400 Advocacy Program Area**

### **400.1 Legislative**

Roles and Responsibilities: The Legislative Chair has the following responsibilities as a member of the Advocacy program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. To monitor legislation relating to the practice of school psychology and other issues pertaining to education and school based mental health services both locally and nationally.
3. To advocate for the passage of legislation pertaining to the annually established legislative priorities of the association both locally and nationally.
4. To inform CSSP members of legislative initiatives and laws that relate to the practice of school psychology both locally and nationally via email (through Technology chair).
5. To conduct professional development presentations and workshops that inform CSSP members of current legislative issues and the processes by which they can participate in legislative process.

6. Recruiting CSSP members to serve on the committee.
7. Facilitating the identification of annual legislative priorities.
8. Coordinating communication to the membership regarding the committees' legislative priorities, action plans, and activities in which the membership can participate to further the legislative interests of the organization.
9. Coordination with the newsletter editor for timely publication of legislative news.
10. Coordination and planning with the Conference Chair for legislative table at conference.
11. Distribute a survey, as appropriate, to the membership: Distribute a survey where members can identify legislative issues of interest. Establish the priorities according to the results of this survey.
12. Review Bill Status Summary sheet and identify possible bills of interest to the membership via report to the board and executive council.
13. Create a bill: Under some situations, CSSP might want to attempt to write a bill specific to the interests of the memberships. This bill would then be established as the annual legislative priority.
14. Support coalition sponsored legislation: Establish priorities according to legislation identified by other members of coalitions that relates to the practice of school psychology.
15. Employ a governmental consultant: Under some circumstances the membership might benefit from employing a governmental consultant to monitor and promote specific bills. In this event, the legislative Chair in cooperation with the President and the Executive Council shall seek approval of a governmental consultant, identify the activities of that consultant, and oversee the work of the consultant on behalf of the membership.
16. Establish a legislative action network: The chairperson shall make an effort to establish a network of CSSP members that are committed to assisting in advocacy efforts. Activities of network members might include writing letters or phoning legislators, testifying, distributing information within their employment site, etc. The Legislative committee will be responsible for distributing timely legislative information requiring action to all network members.
17. The legislative committee shall have the responsibility of encouraging CSSP members to participate in SPAN-the legislative network of the NASP. This membership is free to NASP members and will inform

Colorado residents of federal legislation and initiatives relating to the practices of school psychology. Someone from the committee will serve as the SPAN coordinator for the association.

18. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

#### **400.2 Wellness Coordinator**

Roles and Responsibilities: The Wellness Coordinator has the following responsibilities as a member of the Advocacy program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Act as liaison between NASP and CSSP for issues/information related to health care.
3. Assist the President in the selection of members for ad-hoc task forces related to health care.
4. Facilitate meetings of task force(s).
5. Create a list of individuals on the task force including their contact information and provide the Technology Chairperson and/or webmaster the information for creation of a listserv/ email list.
6. Address health care and related issues identified via website communications or directly from CSSP members.
7. Attend health care – related meetings as a representative of CSSP’s position on topics of interest.
8. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

#### **400.3 Crisis Team**

Roles and Responsibilities: The Crisis Team Coordinator(s) and team members have the following responsibilities as members of the Advocacy program area:

1. District/Community Crisis Response: Upon invitation from a school administrator or CoCERN or CoCERN partner, CSSP State-Wide Crisis Response Team (S-W CRT) members may be dispatched to local school districts/community crisis to assist in direct response.
2. Consultation: School districts/community members may contact the CSSP S-W CRT for assistance in assessing school safety or crisis management, and in developing school crisis response teams.
3. Professional Development Training: CSSP S-W CRT members are available to provide training to school personnel in the following areas: PREPaRE WS1, 2nd Edition and PREPaRE WS2, 2nd Edition, threat

assessment and intervention, suicide assessment and intervention, and other training modules that may be developed.

4. Resource Development and Distribution: Materials and resources are available to schools addressing specific issues in crisis management and response.
5. Advocacy: CSSP S-W CRT members are available to assist schools and communities in developing and promoting safe schools' policies and practices.

Specific Roles and Responsibilities of the Coordinator(s):

1. Recruit members to serve on the CSSP S-W CRT as outlined in the team's membership guidelines.
2. Coordinate communication to the CSSP membership regarding the CSSP S-W CRT actions plans.
3. Coordinate with the CSSP Newsletter Editor for timely publication of crisis teams news (at least once per year).
4. Coordinate and plan with the CSSP Conference Chair for a crisis team table at conference.
5. Submit a Call for Presentation/Paper for the annual CSSP Conference on a topic related to the field of crisis intervention and prevention. Maintain contact with NASP, NOVA, NEAT, COVA, ISPA, CoCERN and other agencies related to crisis intervention and prevention.
6. Maintain criteria for team membership, reviewing responsibilities with members annually.

#### **400.4 Collaborative Relations**

Roles and Responsibilities: The Collaborative Relations Chairperson has the following responsibilities as a member of the Advocacy program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Facilitate communication between CSSP and others for the purpose of sharing common issues, interest, or concerns.
3. Make timely reports to their program area regarding matters of concern to the organization.
4. Serve as liaison between CSSP and:
  - a. CDE School Psychology Advisory Committee
  - b. International School Psychology Association ISPA)



- c. Any other organization with which the organization may desire to establish professional relations
- 5. Make a listing of representatives from each of the above organizations and turn it in to the Technology chairperson and/or webmaster for creation of a listserv/ email list.
- 6. Via the Technology chair, make announcements, elicit feedback and receive pertinent information to distribute through the membership listserv.
- 7. Submit newsletter articles as necessary.
- 8. If attending ISPA, participate in the ISPA state delegate representative meeting.
- 9. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

#### **400.5. Multicultural and Multilingual Affairs Committee**

Roles and Responsibilities: The Multicultural and Multilingual Affairs Committee has the responsibilities as a member of the Advocacy program area:

- 1. Promote cultural awareness and culturally competent practices in the field of school psychology.
- 2. Reach out to various cultural and diverse groups such as Native American, African American, Asian American, Latino, and GLBTIQ (Gay, Lesbian, Bisexual, Transgender, Questioning, or Intersex) students and to obtain information about the specific culture and values to apply to best practices in school psychology.
- 3. Submit articles to the CSSP newsletter a minimum of two times per year. These articles will focus on improving the cultural competencies of school mental health providers.
- 4. Disseminate relevant information and professional development opportunities surrounding working and collaborating with multicultural/multilingual populations.
- 5. Advocate for and assist with the selection of CSSP conference presentations, workshops, and meetings.
- 6. The representative(s) for the Committee will regularly attend CSSP board meetings and engage in board-related responsibilities.

## **500 Professional Development Program Area**

### **500.1 Conference**

Roles and Responsibilities: The Conference Chairperson has the following responsibilities as a member of the Professional Development program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting
2. Implement the following conference planning procedures:

### ***CONFERENCE PLANNING TIMELINE:***

#### **10-12 months before Conference**

- ✓ Name conference chair and committee
- ✓ Contact invited speakers and Keynote
- ✓ Contact potential speaker for Pre-Conference Workshop

#### **8-10 months before Conference**

- ✓ Find out working titles for all speakers and their preferred length of presentation
- ✓ Hire registrar
- ✓ Update website with conference dates, invited speakers and their bios and abstracts
- ✓ Identify CPD (Continuing Professional Development) coordinator

#### **6-8 months before Conference**

- ✓ Send out call for Proposals
- ✓ Press release via e-mail, CDE's Newsletter
- ✓ Paper Selection Committee meets and makes selections as does the Poster Selection Committee
- ✓ Gather AV needs, transportation etc. for all invited speakers
- ✓ Decide on Exhibitor's reception, Silent Auction format, dance, welcome party for the board, etc.

#### **4-6 months before Conference**

- ✓ Individuals notified of acceptance and date/time info
- ✓ Finalize schedule and create conference brochure, including conference registration form—work with publications committee and hotel conference coordinator to do this
- ✓ Work with professional relations committee to determine giveaways for conference
- ✓ Work with registrar and treasurer to develop database
- ✓ Walk through hotel and work on conference layout, room size, exhibitor area, poster area, luncheon, etc.

#### **2-4 Months before Conference**

- ✓ Prepare evaluation form
- ✓ Determine volunteer needs and organize a schedule of Student volunteers

- ✓ Order ribbons, award plaques, giveaways and speaker gifts
- ✓ Contact AV Department of hotel and finalize budget
- ✓ Finalize arrangements with invited speakers
- ✓ Work with silent auction chair to send out donor letters—remind board members to help with this
- ✓ Confirm that exhibitors are taken care of—gather number of tables needed by both exhibitors and CSSP board members for the hotel
- ✓ Finalize SOE (schedule of events) with the hotel and problem solve any conflicts
- ✓ Schedule folder stuffing party and invite colleagues to help

### **1 Month before Conference**

- ✓ Finalize AV, food menus, last minute room changes
- ✓ Get thank you cards for invited presenters
- ✓ Buy materials for conference (labels, nametags, folders, etc.)
- ✓ Write president’s letter for conference folder
- ✓ Design hotel map for conference folder
- ✓ Work with hotel to make signs for conference rooms so attendees will know what sessions are in each room
- ✓ Work with hotel regarding parking situation
- ✓ Print labels/nametags for registrants

### **2-3 Weeks before Conference**

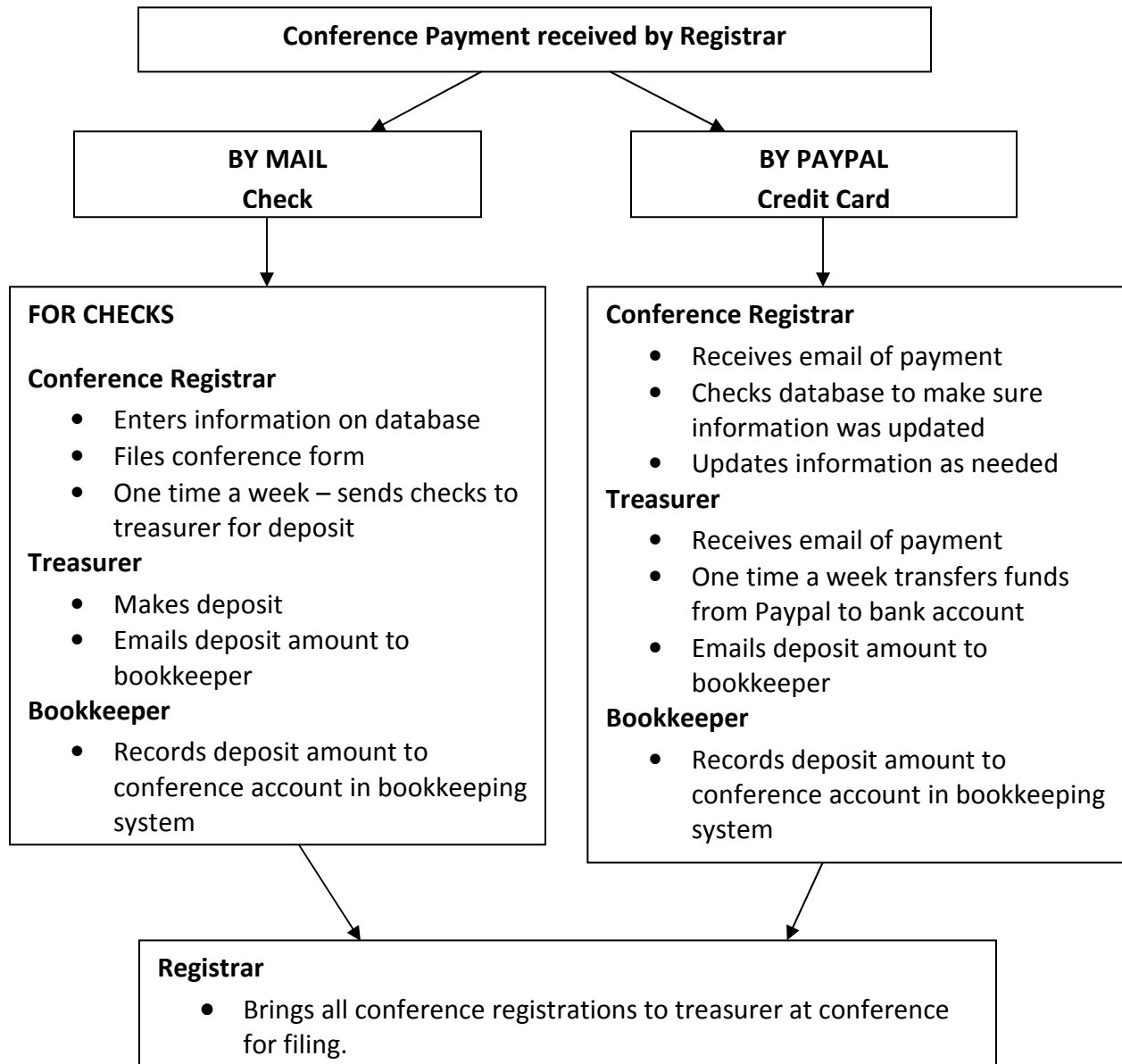
- ✓ Folder stuffing party! Have all folders stuffed and ready to go—assign person to transport

### **Ongoing**

- ✓ Write emails to be forwarded by the technology chair reminding members of early registration deadline, hotel registration deadline, invited speakers, etc.
- ✓ Answer phone calls and emails regarding the conference—work closely with conference chair, president, treasurer and registrar to answer questions carefully and accurately
- ✓ Work closely with hotel conference coordinator, reservations representative and AV coordinator-do not be afraid to ask many questions

*\*Conference Reimbursement Policy: No refunds for the CSSP annual conference will be provided within 14 calendar days of the conference. Any refunds prior to that date will be processed minus a \$35.00 administrative/processing fee.*

## ***FLOW CHART FOR CONFERENCE***



## **500.2 Courage to Risk**

Roles and Responsibilities: The Courage to Risk Liaison has the following responsibilities as a member of the Professional Development program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Attend monthly meetings with other organizational sponsors.
3. Select the CSSP sponsored speaker and make all arrangements regarding topic, travel, etc.
4. Recruit and make arrangements for conference volunteers.
5. Assist with “stuffing packets” and arrange for other volunteers.
6. Write an article regarding the conference for the CSSP newsletter.
7. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

## **500.3 Student Representatives**

Roles and Responsibilities: Student Representatives have the following responsibilities as members of the Professional Development program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Act as a liaison between students in their training program and CSSP for the purpose of receiving support, identifying issues and integrating into the profession of school psychology.
3. Create a list (with contact information including email addresses) of all students in their school psychology training program.
4. Provide above list to Technology chairperson and/or webmaster for creation of a listserv/ email list.
5. Address student member-related issues identified via website communications or directly from student members.
6. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
7. Serve on the scholarship silent auction team which is chaired by the Student/New Practitioner Representative, and work as support staff for all areas needed for the auction (raffle tickets, set up, etc.).
8. Support the media relations chair in updating CSSP Facebook page and Twitter account as needed.

## **500.4 Professional Relations**

Roles and Responsibilities: The Professional Relations Chairperson has the following responsibilities as a member of the Professional Development program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Create a written document outlining the opportunities and process for nominating and electing CSSP's officers.
3. Provide the above document to the Publications Chairperson for inclusion in newsletter prior to elections.
4. Select committee members to assist in carrying out the necessary tasks of the committee.
5. Nominations will be accepted in February, with elections to be held in March. Announce the procedures at the annual conference, publish them in the newsletter immediately preceding the nominations/elections deadlines, list them on the association website and email members via the Technology chair.
6. Collect statements created by the candidates related to their qualifications and backgrounds.
7. Work with the Publications and Technology chairperson to coordinate the dissemination of information about the candidate if publication deadlines coincide with nomination and election deadlines.
8. A secured online voting system will be designated as the primary system with direct mail serving as an alternative ballot mode should conditions necessitate.
9. Open ballots with the president-elect (or appointee) after the deadline.
10. Call candidates directly to inform them of election results prior to informing the Council/membership
11. Present the proposed slate of officers to the Executive Council via email.
12. In collaboration with the Technology chair, announce the results of elections to the membership via listserv/email list and website.
13. Coordinate all activities related to the Declaration of School Psychology Week.
14. Solicit nominations for and facilitate selection of Colorado School Psychologist of the Year and other awards presented by CSSP.
15. Coordinate submission of School Psychologist of Year candidate paperwork for NASP School Psychologist of the Year.

16. Work with conference committee regarding public relations information and/or items to be distributed at conference as well as the presentation of the School Psychologist of the Year award.
17. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
18. When a change in program manager occurs, allow time for transition support as needed.

*\*Election Challenges: Any challenges to the results of the election must be submitted in writing to the Executive Council within four weeks of the close of Elections.*

## **600 Information Services Program Area**

### **600.1 Publications**

Roles and Responsibilities: The Publications Chairperson has the following responsibilities as a member of the Information Services program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Must follow the Advertising Policies and Procedures when considering advertisements for the newsletter.
3. Must develop 3 newsletters a year that will be distributed to all active/current members via the Technology chair and any states that request them.
4. Must participate in NASP online discussions through the state newsletter editors' listserv operated through NASP.
5. Must be willing to disclose their personal contact information in order to receive submissions for the newsletter and other correspondence.
6. Must gather submissions from anyone who wants to submit an article and/or other articles published by other states.
7. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

*\*The Publications Chair has the final say regarding any and all content of the newsletter as well as final say regarding the appearance, design and layout of the newsletter. CSSP makes no guarantee that all articles submitted will be published.*

### **600.2 Membership**

Roles and Responsibilities: The Membership Chairperson has the following responsibilities as a member of the Information Services program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Collaborate with the Technology chair in maintaining the member list on the website.
3. Update the membership application form as needed.
4. Assist members with any membership questions or concerns.
5. Actively recruit new members.
6. Follow the established membership process. See flowchart in Procedures section.
7. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **600.3 Research**

Roles and Responsibilities: The Research Chairperson has the following responsibilities as a member of the Information Services program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Review research proposals requesting access to the CSSP membership for participation. Review must include ensuring that appropriate IRB approval has been received and that the research aligns with the mission of CSSP.
3. Work with the Conference Committee and the Professional Relations Committee to select the research award recipient and to sponsor a poster session at the annual convention in order to encourage the presentation of research by Colorado students, trainers, and practitioners.
4. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
5. Use the following procedures to determine the research award recipient.  
*Criteria for selection:*
  - a. To be considered for this award, the study must be submitted for presentation at the CSSP Conference and a brief article must be written for the CSSP newsletter.
  - b. The research project must focus on a problem or question that clearly relates to the practice of school psychology.
  - c. Either basic or applied research projects are eligible for consideration.



- d. The study must be original, not an analysis of data collected as part of another project or a re-analysis of old data.
- e. The study must not have been published prior to the Conference.
- f. The study may be conducted by more than one principle investigator provided all researchers have contributed equally to the project. Use of additional personnel for data collection is permissible.

*Entry and Selection Procedure:*

- a. Applications must apply for the award through the Research Award Notice and application form sent to members. The application deadline shall be on or before April 1 of any year.

*The selection process follows:*

- (1) All entries will be screened by the Chair of the committee to determine that the study qualifies in terms of the General criteria.
  - (2) The committee will record the identity of the study and principle investigator, and
  - (3) Remove the identification from the copies to be evaluated.
  - (4) Copies of each competing research study will be forwarded to the members of the research committee as "blind copies". Additional readers may be designated as needed.
- b. The committee shall read and rate each entry, rank the entries, and resolve any tie rankings. The committee chairperson is responsible for coordinating these procedures and resolving ties. An award in the amount budgeted by the committee (\$300 - \$500) may be given to a single project, or divided among two or more projects selected by the committee.
  - c. Applicants will be expected to submit a proposal (call for paper) to the Conference Committee for presentation at the next CSSP conference, subject to approval in conjunction with the initial application.
  - d. The committee decision will be final. Applicants shall be notified by June 25.
  - e. Awarded monies will be given after the project is presented at the CSSP Conference the year following the awards through presentation or poster. Monies not awarded will be returned to the general budget.

*Evaluation Criteria:*

- a. Compliance with general criteria 1, 2, 3 and 4 will be determined.
- b. Each project will then be rated on technical aspects to include:
  - (1) Definition of the problem or issue
  - (2) Formulation of hypothesis, questions or objectives;
  - (3) Review of r3elated literature;
  - (4) Research design;
  - (5) Research procedure;
  - (6) Data analysis
  - (7) Conclusions and implications;
  - (8) Report Format

#### **600.4 Technology**

Roles and Responsibilities: The Technology Chairperson has the following responsibilities as a member of the Information Services program area:

1. Attend and participate in their program area meeting on the same day but prior to the Executive Council meeting.
2. Facilitate communication with members and the public through the website, listservs/ email lists and real-time technology.
3. Develop/maintain a communication plan that includes a state of the art website, listservs, video conferencing and real-time communication technologies.
4. Consult with the president in the contracting with a webmaster.
5. Will arrange for the hosting of the CSSP website, list servers, and other related technologies.
6. Consult with conference committee to ensure that appropriate technology is available for speakers at the conference (i.e., wireless internet connections, etc.).
7. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
8. Develop a plan to increase the media equipment owned by CSSP (i.e., LCD projector) and develop a plan for maintenance of equipment.
9. Monitor communications that are delivered through the website and respond to such communications or forward to the appropriate board member to be addressed.
10. Maintain and update the website as appropriate with announcements, job postings, conference information, etc.
11. Maintain and update membership database.

12. Set up online ballot for officer elections, share results with Professional Relations chair.
13. Maintain and update PayPal account for new and renewing membership.
14. Set up online conference registration.
15. Forward email blasts to membership from CSSP board members as needed.

### **600.5 Media Relations**

Roles and Responsibilities: The Media Relations Chairperson has the following responsibilities as a member of the Information Services program area:

1. Attend and participate in board meetings.
2. Responsible for representing and promoting the Society's professional interests to members, other professional organizations, educators, and to the public at large.
3. Work with conference committee chair to conduct nominations and arrangements for presentation of School Psychologist of the Year.
4. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.
5. Coordinate information distribution with the newsletter editor.
6. Coordinate release of information and activities with the President.
7. Represent and promote CSSP's professional interests to members, other professional organizations, educators, and the public at large.
8. Create a written document outlining qualifications for awards candidates and nomination procedures.
9. Provide above document to the Publications Chairperson for dissemination in all appropriate newsletters.
10. Work with NASP Chairperson to establish nominations deadlines and award presentations for the Colorado School Psychologist of the Year and other awards presented by CSSP.
11. Develop press releases for the above mentioned activities.
12. Prepare information and materials to be distributed at the fall conference.
13. Create a list of organizations with email contact information that would assist in promoting the field of school psychology if provided information about the field, its activities, etc.

## **700 Professional Standards Program Area**

### **700.1 University Trainers**

Roles and Responsibilities: University Trainers have the following responsibilities as members of the Professional Standards program area:

1. Attend and participate in their program area meeting prior to Executive Council meetings.
2. Act as a liaison between CSSP and Colorado training programs in order to strengthen collaborative efforts with regard to professional standards and development opportunities for school psychologists.
3. Identify and discuss research and training needs that could be fulfilled in collaboration with CSSP.
4. Create and maintain a list (with contact information including email addresses) of all trainers in their school psychology training programs.
5. Provide above list to Technology Chairperson and/or webmaster for creation of a listserv/ email list.
6. Address issues raised by members via the website and forwarded by the Technology chair as appropriate.
7. Responsible for defining ethical standards and for responding promptly and completely to all ethical informal inquiries.
8. Collaborate with Independent Practice, Legislative, and CDE representatives on ethical issues as they arise.
9. Consult with NASP Delegate and NASP Ethics chairperson as needed.
10. In the event that an ethical complaint is received, a referral to the appropriate licensure body will be made (e.g. CDE, DORA).
11. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **700.2 CDE Representative**

Roles and Responsibilities: The CDE representative has the following responsibilities as a member of the Professional Standards program area:

1. Attend and participate in their program area meeting prior to Executive Council meetings.
2. Communicate with the CSSP Council and members regarding issues at the state department that would be of interest and concern to the CSSP leadership to promote a proactive approach to school psychology in the state of Colorado.
3. Write an article for each CSSP newsletter.

4. Discuss ethical issues related to the practice of school psychology and state legal mandates with the CSSP Ethics committee.
5. Discuss current state and federal legal issues as well as proposed changes with the Legislative Committee Chair.
6. Serve on CSSP ad hoc committees as appointed by the President.
7. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.

### **700.3 Independent Practice**

Roles and Responsibilities: The Independent Practice Chairperson has the following responsibilities as a member of the Professional Standards program area:

1. Attend and participate in their program area meeting prior to Executive Council meetings.
2. Communicate with the CSSP Executive Council and members regarding issues from school psychologists who work concurrently in schools and private practice.
3. Create a written document (position paper) defining potential ethical issues and recommended standards for people employed in schools and in independent practice. Get approval of the position paper from the Executive Council and forward the position paper to the Publications Chairperson for inclusion in newsletter.
4. Monitor any legislation impacting independent practice and consult with the legislative committee.
5. Address issues identified by members via the website and forwarded by the technology chair as appropriate.
6. Volunteer to assist with activities at the annual conference as stipulated through contact with the Conference chairperson.