

K A P S

OPERATIONS & PROCEDURES MANUAL

1996

INTRODUCTION

This manual is designed to assist KAPS Executive Committee members in the performance of the duties associated with their positions. It is anticipated that these procedures will be helpful in providing continuity, as well as giving newly elected and/or appointed board members an outline of the general and specific responsibilities of their respective positions. The timelines, budgets and the person responsible for each recommended procedure has been included to facilitate operations of each office without having to discover or reinvent the process with every change of office. This “cost” of each activity is not the amount budgeted but represents an estimated cost.

**KENTUCKY ASSOCIATION FOR PSYCHOLOGY IN THE SCHOOLS
BY-LAWS**

ARTICLE I. NAME AND PURPOSE

Section 1.

The name of this organization shall be the Kentucky Association for Psychology in the Schools (KAPS), hereafter referred to as the Association.

Section 2.

The purposes of this organization shall be:

- a. to serve and promote the mental health and educational needs of all children and youth;
- b. to encourage and provide opportunities for professional growth of individual members;
- c. to contribute to and advance ethical, legal, technical, and practice standards of the profession of school psychology;
- d. to help secure conditions necessary for effective practice and to promote the interests of the profession;
- e. to encourage research and publication of information contribution to the enhancement of the body of knowledge within the profession of school psychology;
- f. to inform the educational community and the public about the services and practice of school psychology; and
- g. to establish and maintain liaisons with other professionals and organizations in psychology, education, and related professions.

ARTICLE II. MEMBERSHIP

Section 1.

1. Annual dues and special assessments shall be established for each category of membership.
2. Eligibility for membership in the organization shall include persons meeting one of the following criteria:
 - a. Professionals who currently are providing psychological services to the schools;
 - b. University-based instructors involved in training graduate students to become school psychologists;
 - c. Graduate students and interns currently enrolled in a school psychology training programs; and
 - d. Persons vitally interested in promoting the application of psychology in the schools.

Section 2.

Application for membership to the organization shall be made to the Chairperson of the Membership Committee.

Sections 3.

There shall be three categories of members in this organization:

- a. Professional members shall be those meeting the criteria for membership described in Article 2, Section 1.
- b. Student members shall be those meeting the criteria for membership described in Article 2, Section 1, 2.c., who in addition are enrolled full-time in an approved university and are not employed on a full-time basis. Reduced dues and/or assessments may be established for this membership category.
- c. Categories A & B members enjoy full privileges in the organizations, including the right to vote and hold office.
- d. Associate members shall be those meeting the criteria for membership described in Article 2, Section 1, and are non-school psychologists (e.g.,

administrators, psychometrists, guidance counselors), who do not wish to be full members. Associate members would receive the following: 1) reduced membership rates to conferences and workshops, and 2) one year's subscription to KAPS Review and newsletters. Reduced dues and/or assessments may be established for this membership category.

ARTICLE III. OFFICERS AND EXECUTIVE COUNCIL

Section 1.

The officers shall be the President, President-Elect, Secretary, and Treasurer.

Section 2.

The Executive Council shall consist of the President, President-Elect, Secretary, Treasurer, Chairpersons of all Standing Committees, and Regional and Student Representatives, all as voting members. The Past-President, NASP Delegate (if a member of KAPS), and State Consultant for School Psychological Services (if a member of KAPS) also are included on the Executive Council as non-voting members.

Section 3.

- a. The term of office for President shall be one year. In addition, one year will be served as President-Elect and one year as Past-President.
- b. The term of office for the Secretary and Treasurer shall be two years, with their terms being overlapping. The Secretary shall be elected in odd numbered years, and the Treasurer in even numbered years.
- c. No officer shall serve more than two consecutive terms in the same office. IN the event that an officer is unable to complete his/her term of office, a special election will be held to fill the remainder of the term. In the event the President is unable to complete his/her term of office, the President-elect will fill the remainder of the term.
- d. No member of the organization may hold more than one elected office at a time.

ARTICLE IV. COMMITTEES AND LIAISON REPRESENTATIVES

Section 1.

The committees and liaison representatives of this organization shall consist of those provided by these By-Laws and those which may be authorized by the Executive Council, or by the membership.

Section 2.

All Standing Committee Chairs shall be appointed by the President with the approval of the majority of the Officers. Liaison representatives shall be appointed by the President in consultation with the Officers and the Chair(s) of the Liaison and Public Relations Committee.

Section 3.

There shall be a Membership Committee to promote the recruitment of new members. It shall be the duty of the Chairperson to receive applications for membership and recommend to the Executive Council prospective new members.

Section 4.

There shall be a Liaison and Public Relations Committee to establish and enhance communication with other professional organization, news media, and the general public.

- a. There shall be a liaison representative to the Kentucky Psychological Association. This person shall be a member of both organizations.
- b. There shall be a liaison representative to the Kentucky Association of School Administrators. This person shall be a member of both organizations.

Section 5.

There shall be Legislative Committee to monitor legislation concerning the provision of the psychological services in the schools and to disseminate relevant information to legislators and the membership.

Section 6.

There shall be an Ethics and Professional Standards Committee to develop and promote appropriate ethical and professional guidelines, and to monitor adherence to these standards.

Section 7.

There shall be Program Committee to initiate, organize, publicize and implement programs aimed toward providing opportunities for continuing professional development.

Section 8.

There shall be a Newsletter Committee for the purpose of regularly organizing, publishing, and disseminating the official news of the organization.

Section 9.

There shall be a Continuing Professional Development Committee for the purpose of encouraging, monitoring, and recommending for recognition the efforts of members to promote their own professional growth.

ARTICLE V. REGIONAL AND STUDENT REPRESENTATIVES

Section 1.

The state shall be subdivided into geographical regions for the purpose of enhancing communication and involvement of the membership. Regional representatives to the Executive Council shall be elected by a majority vote of members in each region.

Section 2.

The number and composition of state regions shall be determined by the Executive Council.

Section 3.

One student representative to the Executive Council shall be appointed by the President with the approval of the majority of the Officers. The student representative shall be enrolled in one of the state approved training programs in school psychology.

ARTICLE VI. MEETINGS, ELECTIONS, VOTING

Section 1.

The organization shall hold at least one business meeting per year. The date, time, and place of this meeting shall be selected by the Executive Council and disseminated to each member of the Organization.

Section 2.

The election of officers shall be by mail. Decisions will be made by a simple majority of those members returning the ballot.

Section 3.

A voting member is one who is in good standing and non-delinquent in dues payment at the time of the ballot mailing.

Section 4.

Nominees for elective offices must be voting members of the organization. Nominations shall be requested by mail by April first of an expiring term and a ballot for election of new officers shall be mailed by May first. Election results shall be announced by mail by June 1st.

Section 5.

The operational year of the organization shall be from July 1 to June 30.

ARTICLE VII. DUES

Section 1.

- a. All dues and assessments for this organization shall be recommended by the Executive Council with the approval of the membership.
- b. Separate fees may be charged for workshops, other continuing education events sponsored by the organization, and/or materials distributed by the organization. The specific fee shall be determined by the Chair(s) of the Program Committee in cooperation with the President.

Section 2.

An individual's KAPS membership may be terminated for nonpayment of annual dues. Membership dues must be paid within three months of their due date or the benefits of membership shall lapse. At that time the person's name will be deleted from the Association mailing list. Nonpayment of dues for a period of one year shall constitute automatic resignation from the Association.

Section 3.

An individual's KAPS membership may be terminated for violation of the National Association of School Psychologist's (NASP) written code of ethics, which KAPS approves as reasonable and acceptable standards of professional practice. This termination shall occur via a two-thirds majority vote of the Executive Council following a reasonable and detailed presentation of relevant information from individuals directly involved in the case, including the effected member.

Section 4.

All members are granted protection via the right of appeal.

ARTICLE VIII.

Section 1.

Use of Association letterhead/stationery is limited to members serving in elected or appointed positions. Elected officers, regional/student representatives, organizational liaisons, delegates, as well as appointed committee chairs are considered representatives of KAPS because of their election or appointment. Therefore these elected and appointed KAPS Leaders must clearly understand their positions as representatives of the Association whenever they use the official KAPS logo and/or stationery. In addition, they represent the Association when using their elected or appointed title within the correspondence.

Section 2.

All letters submitted on KAPS stationery must receive Executive Council approval (as evidenced in meeting minutes or phone tree records in emergency situations) prior to dissemination excluding KAPS intraorganizational correspondence such as information letter to membership, regional representative reports, committee information updates, conference/workshop announcements, etc.

Section 3.

Any case of possible misuse of the official KAPS logo/letterhead or of possible misrepresentation of Association policy must be reviewed on an individual basis by the Association President, the President-Elect, and if necessary the Executive Council.

ARTICLE IX.

Section 1.

All media requests for professional information for KAPS should be directed to the Association President, who will then determine if the request would best be handled by the chair of the Public Relations committee, some other Association member(s), or by the President. The KAPS President may release to media representatives the name, address, home and work telephone numbers, and Association leadership position (if any) of organizational members designated as contact persons.

Section 2.

The chair of the Public Relations committee will maintain and regularly update a professional speakers bureau list. The list will contain numerous topics relevant to school psychology and education along with names of persons possessing significant knowledge on each topic who have agreed to share this knowledge (via workshops, conferences, media releases, summary pamphlets, etc.) when possible. This speakers list may be referenced for media requests as well as in response to other requests made of the Association.

ARTICLE X.

Section 1.

Authority for financial commitment:

- a. The authority of elected officers, committee chairpersons, and other Association leadership positions to arrange financial commitment of the Association shall be restricted to the activity of their respective offices/positions and to the approved budget for that office/position.
- b. Any budget changes between categories shall require the approval of the Executive Council.
- c. Only the Executive Council, by majority vote, may authorize the commitment of Association funds for legal services.
- d. The Treasurer and President shall be designated as signatories on the money accounts held/maintained by the Association.
- e. When the Treasurer is designated as the payee of a check drawn on Association accounts, the President shall co-sign the check.
- f. All income and expenditures of KAPS shall be conducted with the current organizational Treasurer's knowledge.
- g. The Association President and Treasurer shall receive a copy of monthly statements from those institutions where the Associations money accounts are maintained.
- h. Use of Association finances as payment for services will be handled on an Executive Council approved contractual basis.

Section 2.

All cases of Association reimbursement to members requires the completion of a "Request for Reimbursement" form. All of these completed forms are to be maintained for at least a one-year period by the Association Treasurer. "Request for Reimbursement" forms are available upon request from the Treasurer.

Expenses incurred by members in satisfaction of their elected/appointed Association leadership duties are eligible for reimbursement pending Executive Council approval and proper submission of a “Request for Reimbursement” form.

All Request for Reimbursement should be submitted within 90 days of the expenditure.

Request for reimbursement will be honored only if accompanied by receipts or some other acceptable proof of purchase/expenditure.

Section 3.

Budget reporting/approval:

The Association Treasurer should report the proposed annual budget to the Executive Council at the first scheduled Council meeting of each new fiscal year.

The Association Treasurer should prepare a report of the current Association financial status for each scheduled Executive Council meeting.

ARTICLE XI. AMENDMENT PROCEDURES

Section 1.

These By-Laws may be amended after open discussion of all proposed changes at a regular meeting of the organization. A written description of the proposed changes shall be mailed to all members. It shall be accompanied by a ballot to be returned by mail, allowing at least two weeks before the voting deadline. A change shall require the agreement of two-thirds of those voting.

Adopted 12/03/77

Revised 07/20/79

Revised 03/01/81

Revised 10/06/85

Revised 12/07/87

Revised 01/01/92

Revised 01/25/96

OFFICE: PRESIDENT

I. Term of Office

The office of president is elected by a simple majority of the voting members.

The president term is one year.

II. General Responsibilities

The president is responsible for presiding over all meetings of KAPS, to act as Chairperson of the Executive Council; and to exercise general supervision over the affairs of KAPS.

III. Specific Objectives/Activities of the Office

A. OBJECTIVE/ACTIVITY: Election of new officers and regional representatives

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Solicit nominations from the membership. Publish announcement in the news letter. Direct mailing to all members requesting nominations.	January 1 month	\$40.00	President or Election Committee Chair
2. Make personal contact to individuals around state, soliciting nominations. Goal is to identify at least two candidates for each office.	February 1 month	\$50.00	President President-Elect
3. Contact all nominated individuals to confirm willingness to run.	1 week	\$25.00	President
4. Request campaign statement from all candidates. By phone and mail.	Return by March 11		President
5. Have return envelopes with line for signature printed.	February 1 week	\$12.00	Secretary
6. Prepare mailing to membership, including ballot and campaign statements. Include signature envelope and small envelope for ballot. Allow two weeks for ballot returns. Mail to membership.	March 28	\$78.00	President
7. Tally votes	April 6		President
8. Contact winners by phone and mail.	April 13	\$15.00	President

B. OBJECTIVE/ACTIVITY: Revision of KAPS By-Laws

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Devise changes in By-laws, based upon discussion with and vote by Executive Council.	1 day		President
2. Send proposed changes to membership, prior to a general KAPS business meeting. This may be included with another mailing to the membership.	1 week	Depends on whether sent separately. If so, cost = approx. \$45	President
3. Conduct discussion of proposed changes at KAPS Executive Committee meeting and then at a General Business Meeting.	1 day		President
4. Prepare written description of proposed changes, including revisions advised at above meetings. Send to all members, along with ballot for voting on each change. Description and ballot may be included in <u>The KAPS Review</u> , or mailed separately. (Separate mailing seems to promote greater voter return.)	1 week	\$45.00 if mailed separately	President
5. Allow minimum of two (2) weeks for ballots to be returned	2 weeks		
6. Tally votes. A change requires agreement of two-thirds of those voting in order to be passed.	1 day		President
7. Type revised By-Laws for KAPS file			Secretary
Total Budget Expenditure		\$310.00	

OFFICE: PRESIDENT-ELECT

I. Term of Office

The office of President-elect is selected by a simple majority of the voting members of KAPS. The President-elect serves one year prior to becoming president.

II. General Responsibilities

The President-elect shall function as the president in the latter’s absence or incapacity. The President-elect attends Executive Council meetings, serves as a voting officer, and contributes to discussions.

III. Specific Objective/Activities of the Office

A. OBJECTIVE/ACTIVITY: Function as the President in the latter’s absences or incapacity.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Chair EC and make administrative decisions in absence of president.	As Needed		President-Elect
2. If President is unable to complete term. Serves as president.	Immediate on president leaving office		President-Elect
3. Fills the unexpired term of President in the event President leaves office early.	Soon as possible		President-Elect

B. OBJECTIVE/ACTIVITY: To represent KAPS at meetings, hearing, and other function as requested by President.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Attends meetings and speaks on behalf of KAPS	As Needed	Expenses	President-Elect
2. Informs President and EC of proceedings from meetings	As Needed		President-Elect

C. OBJECTIVE/ACTIVITY: To assist program chair(s) with fall convention scheduled during term of presidency.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Approve financial commitments for convention	Fall preceding convention	In Program Budget	President-Elect
2. Make administrative decisions as requested by program chairs	As Needed		President-Elect

OFFICE: PAST PRESIDENT

I. Term of Office

The term of past-president is the year following their presidency. The past-president is a non-voting member of the executive council.

II. General Responsibilities

The past-president acts as an advisor to the president and the executive council. This office is responsible for the nomination and selection process for the Best Practices Award.

III. Specific Objectives/Activities of the Office

- A. OBJECTIVE/ACTIVITY: The recognize individuals within the organization who demonstrate exemplary school psychological services, by presenting KAPS Best Practices Awards.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Send a Call for Nominations for Best Practices Awards to the KAPS membership. Specify categories of awards and procedures for making nominations.	February 1	\$60.00	Past President
2. Receive nominations from the membership.	March 1		Past President
3. Send a letter to all nominated individuals, announcing their nominations and requesting that they submit documentation of their activities related to the area of award nominations.	March 15	\$10.00	Past President
4. Receive documentation from nominated individuals.	April 15		Past President
5. Send letter to all individuals submitting documentation, indicating that their materials have been received.	May 1 As documentation is received	\$10.00	Past President

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
6. Copy all submitted documentation. Send packet of materials to each Regional Representative and request individual ratings on a five-point scale for each proposal.	May 1	\$100.00	Past President
7. Rate all proposals.	June 1		Regional Representative
8. Receive all ratings from Regional Representatives Pool ratings to obtain global score for each proposal.	June 1		Past President
9. Determine proposal in each category and region which has obtained the highest global score.	June 15		Past President
10. Submit names of award winners to President. Also submit names of all individuals who submitted documentation.	June 30		Past President
11. Have awards and certificates of recognition printed.	August 1	\$750.00	Past President
12. Present awards and certificates of recognition at the KAPS Convention.	At conference		Past President
13. Choose SP of the year	At conference		Past President, President, past SP of the year, President-Elect
TOTAL BUDGET EXPENDITURE		\$930.00	

OFFICE: SECRETARY

I. Term of Office

The office of secretary is elected by a simple majority vote. The secretary's term is for two years.

II. General Responsibilities

The secretary is responsible for taking, maintaining copies, and disseminating minutes of all KAPS meetings. The secretary also orders stationary, envelopes, and other materials related to correspondence.

III. Specific Objectives/Activities of the Office

- A. OBJECTIVE/ACTIVITY: Type, disseminate, approve EC meeting minutes.
Budget based on four EC meetings a year.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Record information during meeting.	EC meeting		Secretary
2. Type minutes from notes.	ASAP		Secretary
3. Photocopy 24 copies.	following 2 weeks before	\$40.00	Secretary
4. Mail copies to EC Members.	2 weeks before	\$23.00	Secretary
5. Present minutes at EC meeting.	EC meeting		Secretary
6. Record corrections made at meeting.	EC meeting		Secretary
7. Correct copy and place in KAPS minutes binder.	ASAP after		Secretary
8. Purchase minutes binder.	When needed	\$4.00	Secretary

B. OBJECTIVE/ACTIVITY: Print and disseminate KAPS stationery.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Survey local printing companies for economic and convention location.	When needed		Secretary
2. Order and disperse stationery.	As needed	\$240.00	Secretary
3. Take supplies to each EC meeting for dispersal.	EC meeting		Secretary

C. OBJECTIVE/ACTIVITY: Print Certificates of Appreciation, Membership

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Order copies as requested.	ASAP following request		Secretary
2. Send copies to person who made request.	ASAP following request		Secretary
Total Budget Expenditure		\$327.00	

OFFICE: TREASURER

I. Term of Office

The position of treasurer is elected by a simple majority of voting members. The term of treasurer is two years.

II. General Responsibilities

The Treasurer is responsible for all financial matters of the association including the collection and disbursement of funds. The treasurer maintains an accurate financial record of the association.

III. Specific Objective/Activities of the Office.

A. OBJECTIVE/ACTIVITY: The Treasurer maintains a bank ledger in which KAPS deposits and expenditures are recorded on an ongoing basis.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Maintains a bank ledger, -Passes ledger to next Treasurer -Monitors and balances account -Reports balance at EC meetings	Two years		Treasurer
2. Arrange for an annual financial review of records	June		Pres-Elect and President

B. OBJECTIVE/ACTIVITY: The Treasurer dispenses reimbursements to KAPS members for KAPS related expenditures and other persons and vendors who provide services to KAPS.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Pay (issue checks) expenses incurred on behalf of KAPS	Timely manner		Treasurer
2. Consults EC prior any major expenditures (e.g., payment of affiliate membership fees)	EC meetings		Treasurer

C. OBJECTIVE/ACTIVITY: The Treasurer serves as a voting officer on KAPS Executive Committee.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Attend EC meetings, discussing and voting on issues	EC meetings		Treasurer
2. Monitor expenditures as they relate KAPS's financial status and committee budgets.	EC meetings		Treasurer
3. Report proposed budget at first scheduled meeting of new fiscal year.	EC meetings		Treasurer

MEMBERSHIP COMMITTEE

COMMITTEE OBJECTIVES/ACTIVITIES

A. OBJECTIVE/ACTIVITY: Membership Recruitment

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Letters to solicit members (Universities, Exp. School Psych., new examinee)	Oct.-Sept.	\$30.00	Chair/Committee
2. Follow-up letter to current members and non-renewals.	Upon receipt	\$20.00	Chair
3. Prints and distribute membership cards with follow-up letter.	Upon receipt	\$30/250	Chair
4. Membership application printed and distributed with fall convention materials-Collaborate with program chair. RE: formats	August	Copying	Chair

B. OBJECTIVE/ACTIVITY: Membership Directory

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Maintain list of current membership (word-processor-possible need for secretarial service)	October & as necessary	8.00/hr 10 hrs.	Chair
2. Organize membership data and bind in booklet form as a directory.	November	\$25.00	Chair
3. Distribute directory to membership and other state associations.	December	\$40.00	Chair

C. OBJECTIVE/ACTIVITY: Mailing list and labels of Membership

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Maintain mailing list denoting membership and VIP's.	September update	8.00 hr/ 5 hrs	Chair
2. Print labels and distribute to rest of EC as requested.	Upon request	10.00 Cost of labels	Chair
3. Per request, mailing labels can be sent to non-profit organization at costs, to profit organizations at \$20.00 above cost.	Upon request	Cost of labels	Chair
TOTAL BUDGET EXPENDITURE		\$275.00	

LEGISLATIVE COMMITTEE

COMMITTEE OBJECTIVES/ACTIVITIES

A. OBJECTIVE/ACTIVITY: Monitor legislative activity

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Provide committee members with legislative handbook and develop a telephone tree.	Annually	\$100.00	Chair
2. Identify and network with legislative chairs of other professional organizations and work cooperatively to monitor mutual concerns.	On-going	\$100.00	Chair/KAPS EC Liaisons
3. Subscribe to the <u>Legislative Record</u> and <u>Interim Report</u> . Obtain copies of bills as needed.	On-going	\$100.00	Chair or Designees
4. Disseminate information to members in a timely manner.	On-going	\$100.00	Chair/Committee
5. Develop and maintain contact with key individuals at the State Department of Education.	On-going	\$50.00	Chair/Committee
6. Subscribe to the School Psychologists Action Network of the National Association of School Psychologists.	On-going	\$0.00	Chair/Committee

B. OBJECTIVE/ACTIVITY: Influence legislation and communicate with the membership regarding legislation.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Set KAPS legislative priorities and inform members and other organizations of legislative priorities.	Prior to Session/ On-Going	\$100.00	KAPS EC
2. Provide members with up-to-date substantive information, about the legislative process.	Prior to Session	\$200.00	Chair/Committee
3. Use KAPS telephone tree to inform members about legislative issues.	On-going	\$100.00	Chair/Committee

4. Represent KAPS in government and professional contacts as approved by KAPS leadership.	On-going	\$50.00	KAPS President Designee
5. Provide periodic legislative reports to members.	On-going	\$50.00	Chair/Committee
6. Develop position papers to influence public opinion.	On-going	\$50.00	KAPS EC
7. Work cooperatively with other organizations to accomplish mutual legislative goals.	On-going	\$50.00	Chair/ KAPS EC Liaisons
TOTAL BUDGET EXPENDITURE		\$1,050.00	

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Determine and approach appropriate sponsors for bills in legislature.	6 months before legislative session		KAPS President
2. Assist with drafting of bill as appropriate.	As Needed		Chair
3. Lobby legislators as needed employing following tactics: direct contacts, appearances as witnesses at committee hearings, disseminations of writing informations to legislators, sponsorship of social functions at which attendance of legislators is sought.	On-going		
4. Support or resist legislation introduced by other groups depending on its relationship to KAPS platform.	On-going		Members
TOTAL BUDGET EXPENDITURE		\$900.00	

ETHICS

- A. Objective/Activity: To regulate the disposition of informal inquiries, for the clarification of ethical standards, for advice as to specific courses of conduct, or for other questions which do not constitute and actual complaint.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Ethical questions is raised.			KAPS member or Non-member
2. Requests written summary of ethical violation from initiator.			Chairperson or Designee
3. Formulates a written reply citing specific references in KAPS Principles for Professional Ethics and including an outline of the procedures for waging an informal or formal complaint.			Chairperson or Designee
4. Send copies of original inquiry to all members of the Ethics Committee.			Chairperson or Designee
5. Schedule meeting of Ethics Committee if initiator requests a review based on dissatisfaction with written reply.			Chairperson
6. Write a summary of the review.			Chairperson
7. Send review to Initiator and all members of the Ethics Committee.			Chairperson
8. Send copies of inquiry and review to Executive Committee who may make recommendations.			Chairperson

B. Objective/Activity: Process informal and formal complaints of misconduct.

<u>SPECIFIC PROCEDURES TO MEET</u> <u>OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Encourage a professional who inquires about a possible ethical violation to discuss suspected violation with the other party to secure his/her cooperation to refrain from those practices and/or make corrections if necessary. When suspected violations of ethical and professional standards cannot be resolved between the two professionals, a formal ethical complaint is submitted to the Chairperson of the Ethics and Professional Standards Committee of KAPS.			Chairperson
2. Receives written statement outlining the details of the ethical complaint.			Chairperson
3a. Notify the individual against whom the complaint has been filed against him/her and send a copy of KAPS PROCEDURAL GUIDELINES FOR THE ADJUDICATION OF ETHICAL COMPLAINTS and the KAPS PRINCIPLES FOR PROFESSIONAL ETHICS of both complainant and respondent.	Within 15 days of receipt of written complaint		Chairperson
3b. Determine if respondent is a KAPS member. If respondent is not a member, the complaint is so advised and, when appropriate, referred to other agencies and/or associations who would have authority in the matter. Sends respondent notice of action.			Chairperson Designee
I. Notify the complainant and respondent that the alleged misconduct would not constitute an actual violation of the KAPS principles or:			Chairperson
II. Ask for clarification and/or additional information is insufficient to determine misconduct or:			
III. Direct a letter to and advise the complainant the allegation will be investigated by the Committee.			

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
3c. Ask complainant to sign release authorizing that his/her name be release to the respondent. Refusal to sign release may serve as a basis for forfeiting the complaint process.			Chairperson
3d. Determines whether complaint should be dropped or continued.			Committee
3e. Inform respondent, in writing, with the envelope marked "confidential" of the details of the complaint against him/her. The letter shall describe the nature of the complaint, indicate the principle(s) which appear to have cooperation in obtaining information concerning the alleged violation. A copy of the KAPS Principles shall be enclosed and the name of the complainant (if permission) has been obtained is revealed.			
3f. Request a reply from the respondent outlining his/her view of the situation.			Committee
3g. Attempt to bring about an adjustment privately and informally through meditative and educative efforts among all parties involved.			Committee
3h. If respondent does not reply, send follow-up letter to respondent by registered or certified mail, marked "Confidential", return receipt requested.	Within 30 days		Chairperson
3i. If respondent refused to reply or otherwise cooperate with the Committee, the investigation may continue noting in the record the circumstances of the respondent's failure to cooperate and shall also inform the respondent that his/her lack of cooperation may result in action which would eventuate his/her being dropped from membership in the organization.			Committee
3j. Following receipt of written statement from respondent, the determination shall be made whether a violation may have occurred and which principles may have potentially been violated.	Within 30 days		Chairperson

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
3k. Inform all parties if correction has been made and no further action is necessary.			Committee
4a. Schedule a closed hearing if, in the opinion of the Chairperson, the issues raised constitute a violation of the principles, and if it appears the complaint cannot be resolved by less formal means.	Within 90 but not before 45		Chairperson
4b. Inform complainant and respondent of the date, location, and time of the hearing by registered mail. Any further written evidence from the complainant must be received at least 15 days prior to the hearing.	15 days prior to		Chairperson
4c. At the hearing the complaint may be: <ul style="list-style-type: none"> I. Dismissed on the ground that the evidence failed to substantiate the allegation of a specific violation of the Ethical Principles or; II. Recommend to the KAPS Executive Board <ul style="list-style-type: none"> a. An official reprimand to the respondent with suggestions for amelioration of conditions for continued membership; b. Suspend the member for a specific period with criteria for reinstatement of membership; or c. Expel the member from KAPS 			Committee
4d. Notify respondent and complainant of the decision of the Committee	Within 10 days		Chairperson
4e. In the event of a resignation from KAPS prior to the investigation may establish criteria regarding the reapplication for membership. In such event, the application will be subject to the review of the Committee.			Committee

PUBLIC RELATIONS AND LIAISON

COMMITTEE OBJECTIVES/ACTIVITIES

A. OBJECTIVE/ACTIVITY: Organize and publicize School Psychology Week in Kentucky

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Update proclamation (i.e., change dates and names) to coincide with the week during which the annual fall convention is scheduled to occur. Call the Governor's Office to notify of the intent and request a photograph session with the Governor as the proclamation is signed. Send in revised proclamation for processing.	Mid-July		Chair
2. Select key KAPS members to solicit similar proclamation from their city/county officials (e.g., mayors). Provide members with a copy of the Governor's proclamation to be revised as necessary. Concentrate on cities surrounding the location of the fall convention. Encourage them to seek photo sessions and publicize through their local newspaper.	Mid-August		Chair/Committee
3. Attend photo session (if provided) with the Governor and send to newspaper with a brief article of announcement for school psychology week and convention activities.	As determined by Governor	Travel reimbursement	Chair/President or Designee

B. OBJECTIVE/ACTIVITY: Publicize Convention

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. As outlined in subsection A.			
2. Contact radio and television station in the vicinity of the convention site. Timeliness is important. Establish contact initially via letter and subsequently via phone.	2 weeks prior to	Postage/Calls	Chair/Committee

C. OBJECTIVE/ACTIVITY: Stock and disseminate KAPS publicity items

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Maintain stock of School Psychology pamphlets. Disseminate upon request and at conventions.	Ongoing	App. \$50.00	Chair
2. Maintain stock of items for sale/profit (e.g., coffee mugs, KAPS pins)	Ongoing	App. \$75.00	Chair

D. OBJECTIVE/ACTIVITY: Establish liaison contacts with other professional organizations

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Selection mutual member of KAPS and other selected professional organizations (e.g., CEC, KACD, KASA, KPA)			
2. Contact president of selected organization and formally establish liaisons.			
3. Encourage liaison attendance at business meetings of selected organizations to assess activities, establish positive mutually rewarding interactions.	Upon		Chair
4. Encourage liaison to set up KAPS table at convention sites to distribute publicity materials.	On-going		Liaisons

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
5. Re-confirm facilities - Specify meeting room needs (e.g., equipment, etc.)	June		Chair
6. Develop and mail registration materials. - Secure and organize registration materials (including President's address, speaker topics and times, fee schedules, information about dues, introductory material about primary speakers, etc.) - Arrange for typing and duplication of materials. - Secure address labels for KAPS members (and addresses for other relevant groups such as KPA). - Collate materials and mail.	July	\$200.00	Chair
7. Organize system for tracking fees (e.g., registration, hotel dues, etc.) from KAPS members and coordinate with Treasurer and Hotel reservations coordinator.	August		Chair
8. Develop convention packet. - Compile materials for packet (including agenda, evaluation form, welcome, maps, nametags, notebooks, etc.) - Arrange for typing and duplication of printed materials. - Collate materials and organize for distribution. - Arrange for local school psychologists to aid in distribution of material at conference	August	\$100.00	Chair
9. Re-confirm facilities - Provide most recent count. - Discuss recent change. - Continue to provide recent numbers of registrants to hotel.	September (w-wk cut-off)		Chair

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
10. Facilitate registration presentation, luncheons, etc. <ul style="list-style-type: none"> - Check with hotel representative to ensure accurate count for guest rooms, EC meeting room, (etc.) - Organize registration materials and orient individuals which are assisting in registration. - Check all rooms to ensure adequate set up (e.g., equipment, sufficient chairs, etc.) - Set-up a “message” center or procedure. - Arrange for Treasurer to handle money and settling of account with hotel. 	October 3 days		Chair
11. Follow-up presentations, luncheons, etc. <ul style="list-style-type: none"> - Compile statistics (e.g., attendance per day, rooms, etc.) for next year’s chair. - Summarize evaluations. - Write thank you notes to speakers and hotel rep. - Send all notes (etc.) to next year’s Chair. 	October 1 month		Past Chair
TOTAL BUDGET EXPENDITURE		\$355.00	

CONTINUING PROFESSIONAL DEVELOPMENT

NEWSLETTER COMMITTEE

COMMITTEE OBJECTIVES/ACTIVITIES

A. OBJECTIVE/ACTIVITY: Publication of the KAPS Review

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Develop budget for the publication and dissemination of the newsletter.	Summer	\$2400.00	Editor President Ex. Com.
2. Establish editorial policy statement for the newsletter.	Summer		Editor President Ex. Com.
3. Establish timelines for: receiving materials for inclusion in newsletter; editing and typing all materials for the newsletter, getting finalized copy for publication.	Summer		Editor
4. Select topics for fall, winter and spring issues	Summer		Editor Ex. Com.
5. Mailing list update Membership list VIP list	Oct./Jan./May		Chairperson
6. Solicit articles for newsletter President's Message Executive Committee Minutes Regional Reports Editor's Notes Announcements State Dept. of Ed. News NASP News Newsletter Articles Student Trainer Items Written notification to all KAPS officers, Reg. Reporters, committee chairs and members agreeing to contribute articles for publication	Sept./Dec./Apr	.	Editor President Secretary Reporters Editor Membership State Consultant NASP Delegate Membership Student Rep. Editor
7. Publish Newsletter Review/Edit materials Publish publication deadlines Arrange materials for typing Submit materials for typist Review typed materials for errors Submit corrections to typist Review layout Deliver final copy to printer Pickup news letter from printer	Nov/Feb/June Oct/Jan/May Nov/Feb/June Oct/Jan/May Oct/Jan/May Oct/Jan/May Oct/Jan/May Oct/Jan/May Oct/Jan/May Oct/Jan/May Nov/Feb/May		Editor

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
8. Mail Newsletter	Oct/Jan/May		Editor
Contact KASA for mailing	Oct/Jan/May		
Contact membership chair for mailing labels	Nov/Feb/June		
Deliver newsletter/ mailing labels			
Mailing labels to KASA			
9. Recognize contributors to newsletter.	October		Editor
10. Public relations			Editor
Handle phone calls related to newsletter			
Respond to mail pertaining to newsletter			
TOTAL BUDGET EXPENDITURE		\$2400.00	

REGIONAL REPRESENTATIVES

I. Term of Office

The regional representatives are elected by a simple majority of voting members working or residing in their respective geographical region. The representatives are elected for two year terms.

II. General Responsibilities

The regional representatives primary responsibility to enhance communication and involvement of KAPS members working or residing in their geographical region and to serve as liaison from the region to the Executive Council.

III. Specific Objective/Activities of the Office.

A. OBJECTIVE/ACTIVITY: Maintain a list of KAPS members working or residing in their district.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Obtain list from membership chair.	Fall		Representative
2. Obtain mail labels and phone numbers for regional members.	Fall		Representative

B. OBJECTIVE/ACTIVITY: Communicate with regional members on regular basis as a way of disseminating information to membership and giving membership a voice at EC meetings.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Serve as hub of communication network (e.g. legislative telephone tree)	As needed		Representative
2. Schedule periodic meeting with time to discuss issues	Spring – Fall	\$25.00	Representative
3. Attend EC meetings and share regional reports. Present issues from LEAs or members from their region.	EC meeting		Representative
4. Serve as regional reporter to newsletter	Prior to newsletter		Representative

C. OBJECTIVE/ACTIVITY: Encourage involvement of regional members in the operation and activity of KAPS

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Facilitate profession development workshops on a regional basis.	Annually	\$25.00	Representative
2. Encourage new memberships, committee membership and participation through letters.	Semi-Annually	Postage/ Duplication	Representative
3. Solicit nominations and participate in selection of Best Practice Awards			
TOTAL BUDGET EXPENDITURE		\$50.00	

STUDENT REPRESENTATIVES

I. Term of Office

Student Representative is appointed by President with the approval of officers. The position is held for one year and is rotated among the school psychology training programs in the State.

II. General Responsibilities

The student representative's responsibility is to enhance communication among the state's school psychology graduate students, to encourage student involvement in KAPS, and to bring student concerns to EC.

III. Specific Objective/Activities of the Office

- A. OBJECTIVE/ACTIVITY: Maintain a current list of graduate students enrolled in school psychology programs.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Write the University of Cincinnati, University of Evansville, and the three Kentucky training programs to obtain list of S.P. graduate students.	Fall		Student Representative
2. Computerize a mailing list of graduate students in school psychology	Fall		Student Representative/ Membership chair

- B. OBJECTIVE/ACTIVITY: Keep students informed of relevant issues and bring concerns of students to the EC.

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Correspond by mail with students regarding relevant information.	As Needed	Postage/ Duplication	Student Representative
2. Meet annually at the KAPS conference Schedule meeting room program chair.	Fall		Student Representative/ Program Chair
3. Serve as student reporter to the newsletter.	Prior to newsletter		Student Representative

C. OBJECTIVE/ACTIVITY: Encourage student involvement in KAPS

<u>SPECIFIC PROCEDURES TO MEET OBJECTIVE</u>	<u>TIMELINE</u>	<u>COST</u>	<u>WHO DOES</u>
1. Send membership application to students with cover letter.	Fall	Postage	Student
2. Send list of KAPS committees asking to indicate preference	Fall		Student Representative
3. Send letter encouraging doing presentation at KAPS Convention	Late Spring		Membership Student Representative