OHIO SCHOOL PSYCHOLOGISTS ASSOCIATION
OPERATIONS MANUAL

Revised: November 5, 2025

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Throughout the body of this Operations Manual, the Ohio School Psychologists Association will be referenced as "the Association."

CHAPTER I PURPOSE

The purposes of the Association, not for profit, shall be:

1. To *advocate* for the educational and mental health needs of students, adults and families;
2. To *contribute* to the advancement of ethical, legal, and professional standards for the practice of school psychology;
3. To *extend* professional growth and development opportunities to school psychologists;
4. To *promote* research relative to the practice of school psychology;
5. To *encourage* the publication of information contributing to the advancement and practice of school psychology as a profession.

CHAPTER II PLANNING PROCESS

A. Long-Range Plan

The Association, through the Executive Board, shall establish and maintain a long-range plan based on projections of the future of school psychology and the implications for Ohio's school psychologists.

B. Annual Goals

The Association, through the Executive Board, shall adopt annual goals which are in keeping with the long-range plan and provide direction for planning in each organization unit and committee.

C. Annual Objectives

Each officer and chairperson of the Association shall develop yearly objectives in keeping with the annual goals of the long-range plan. These objectives shall be accompanied by a plan of action which shall form the basis for the proposed budget of that organizational unit. These activities and corresponding budgets shall be presented to the Executive Board for approval in accordance with the Fiscal Advisory Committee policies.

CHAPTER III STRUCTURE

A. Membership

Membership categories for the Association have been established as follows:

1. Full Membership

a. Eligibility Defined: Employed professionals holding Ohio certification and/or licensure as a school psychologist, or licensure as a psychologist with specific training in school psychology.

b. Privileges: Full members shall be entitled to vote on all issues brought before the membership, to vote in the election of offices, to hold office, to serve as committee chairpersons, and to serve as committee members.

2. Retired Membership

a. Eligibility Defined: A professional who, due to age, disability, or length of service, is no longer in service as a school psychologist. Retired professionals who are otherwise eligible for Full Membership shall be eligible for Retired Membership.

b. Privileges: Retired Members shall be entitled to the privileges of Full Membership.

3. Unemployed Membership

a. Eligibility Defined: A professional who, at the time of joining or renewing membership, is unemployed and therefore receiving no remuneration from professional resources, and has no immediate promise of employment. Unemployed professionals who are otherwise eligible for Full Membership shall be eligible for Unemployed Membership.

If the Unemployed Member becomes employed during the course of his/her unemployment membership status, s/he must transfer to the Full Membership category with dues paid according to the prorated schedule (less the amount already paid for Unemployed Membership).

b. Privileges: Unemployed Members shall be entitled to the privileges of Full Membership.

4. Intern Membership

a. Eligibility Defined: Persons employed as intern school psychologists.

b. Privileges: Intern Members shall be entitled to vote on all issues brought before the membership, to vote in the election of Officers, and to serve as committee members.

5. Student Membership

a. Eligibility Defined: Persons enrolled in university training programs leading to certification as a school psychologist. Persons eligible under full, retired, unemployed, or intern membership status shall not be eligible for membership under this category.

b. Privileges: Student Members shall be entitled to participate, without elected or voting status, at all Annual Business Meetings of the Association.

6. Affiliate Membership

a. Eligibility Defined: Persons possessing a bachelor's degree, or higher, and having a professional interest in the field of school psychology. Persons eligible under full, retired, unemployed, intern, or student membership status shall not be eligible for membership under this category, except upon approval of the Executive Board.

b. Privileges: Affiliate Members shall be entitled to participate, without elected or voting status, at all Annual Business Meetings of the Association.

7. Early Career Member

a. Eligibility Defined: Person who were employed as school psychologists within the first five years post-internship

b. Privileges: Early Career Members shall be entitled to the privileges of Full Membership.

8. Honorary Life Membership

a. Eligibility Defined: Honorary Life Membership may be conferred upon an existing OSPA member whose contribution to the profession has been above and beyond that which is usually expected of a school psychologist. The Executive Board awards this honor.

b. Privileges: Honorary Life Members shall be entitled to the privileges of Full Membership. Additional rights, privileges, and services for members in this category may be established by action of the Executive Board upon recommendation of the Awards Committee. Dues and special assessments shall not be required of honorary life members.

B. Membership Application Procedure

All applications will be processed through the Association office. Formal application for membership will be completed and returned to the Association Director of Operations. The Membership and Elections Committee Committee will present the applications to the Executive Board for approval. An applicant, when accepted, will then become a member upon payment of dues.

C. Membership Dues

1. The membership year begins July 1 and ends on June 30 of the following calendar year.

2. Dues shall be established for each membership category upon recommendation of the Executive Board and Association membership.

3. Dues are currently established as follows:

Full	$120.00
Early Career	$75.00
Retired	$65.00
Unemployed	$65.00
Affiliate	$65.00
Student	$35.00
Intern	$35.00
Honorary Life	no dues

D. Severance of Membership

1. Membership shall be renewed upon receipt of dues.

2. Upon recommendation to the Executive Board, a member may be expelled from the Association for violation of the Ohio School Psychologists Association Code of Ethics and/or for unprofessional conduct. Recommendation for expulsion must be confirmed by two-thirds vote of the Executive Board.

3. Members shall be protected by the right to appeal to the Association Executive Board.

CHAPTER IV ORGANIZATIONAL UNITS

A. Officers

The Officers of the Association shall be those specified below:

1. President
2. President-Elect
3. Immediate Past President
4. Treasurer
5. Treasurer-Elect
6. Secretary

Duties of each Officer are described in Chapter VIII.

B. Executive Board

Voting members of the Executive Board shall be the current Officers and Regional Representatives as established by the Operations Manual (see Chapters VIII and IX). Committee chairpersons are also appointed and are non-voting members of the Executive Board, unless otherwise entitled to vote by virtue of elective office (see Chapter XI).

The Executive Board shall meet at the discretion of the President or by written petition of twenty-five (25) percent of the voting members of the Executive Board. In order to conduct business, a quorum of a simple majority of the voting members of the Executive Board shall be present. The results of meetings of the Executive Board shall be reported to the membership.

C. Committees

The Committees of the Association shall be those specified below:

1. Standing Committee – A committee defined by the Constitution and established by a two-thirds vote of the Executive Board with ongoing purpose specified in the Operations Manual.

2. Ad Hoc Committee – A committee created by the Executive Board when a Task Force report indicates that a specified purpose requires continuing action and may require on-going commitment by the Association. An Ad Hoc Committee is subject to annual renewal.

3. Task Force – A group of members appointed by the President to address a single issue affecting broad areas of school psychology. Task Forces are assigned a single task to be accomplished within a maximum of two years.

4. Liaison – A liaison is established with external organizations by resolution of the Executive Board to establish and maintain communication. A member or group of members is appointed by the CEO, subject to majority approval of the Fiscal Advisory Committee, for the liaison function.

D. Appointed Positions

1. Editor for *The Ohio School Psychologist*.

   The CEO, subject to a majority vote of the Planning & Fiscal Advisory Committee, shall appoint an Editor of *The Ohio School Psychologist*, who shall be a non-voting member of the Executive Board. The Editor is responsible for the regular and timely publication of *The Ohio School Psychologist*. The Editor solicits, accepts, and edits material for publication on the basis of its relevance to the interests of the membership, and arranges for the production and dissemination of *The Ohio School Psychologist*. The Editor also participates in the National Association of School Psychologists' Newsletter Editors Network, implements the Advertising Policy of *The Ohio School Psychologist*, assigns duties to any associate editors, maintains appropriate mailing permits and postage funds, and advises the Treasurer of the financial status of *The Ohio School Psychologist*.

   The vacating of the position of Editor of *The Ohio School Psychologist* shall be made by the CEO, subject to a majority approval of the Planning & Fiscal Advisory Committee.

2. OSPA Historian

   The CEO, subject to a majority vote of the Fiscal Advisory Committee, shall appoint a Historian of the Association, who shall be a non-voting member of the Executive Board. The President shall appoint a Historian of the Association, who shall be a non-voting member of the Executive Board. The Historian shall

partner with the Membership and Elections Committee Committee to facilitate the gathering, storing, and sharing of historical items and information related to the Association. The Historian shall disseminate information about the history of the Association to members through convention programs, submissions to *The Ohio School Psychologist*, and other means, as appropriate.

The vacating of the position of OSPA Historian shall be made by theCEO, subject to a majority approval of the Fiscal Advisory Committee.

3. Liaisons to Other Professional Associations

TheCEO, subject to a majority vote of the Fiscal Advisory Committee, shall appoint, in conjunction with other organizations, various individuals to serve as Liaisons to other professional organizations, who shall be non-voting members of the Executive Board." The President shall appoint various individuals to serve as Liaisons to other professional organizations, who shall be non-voting members of the Executive Board. Appointments are for one-year terms and shall be confirmed by a majority vote of the Executive Board. The Liaisons are responsible for communicating between the Association and the other professional organizations. The Liaisons shall regularly report issues, concerns and developments within these other professional organizations via Association Executive Board meetings, the Association listserv, and *The Ohio School Psychologist*.

Examples of Liaison positions include (but are not limited to): Office for Exceptional Children (OEC) Liaison, Inter-University Council of School Psychology Trainers (IUC) Liaison, Ohio Psychologists Association (OPA) Liaison, and Ohio Supervisors of School Psychologists (OSSP).

The vacating of Liaison positions shall be made by the Executive Director, subject to a majority approval of the Fiscal Advisory Committee.

E. Ohio Delegate to the National Association of School Psychologists

The Executive Board shall also consist of the duly-elected Delegate to the National Association of School Psychologists. Eligibility, election, and terms of service are established and enforced by the National Association of School Psychologists.

F. Ohio Psychological Association Liaison

OSPA/OPA liaison must be a member of both associations with priority towards holding a doctoral degree.

The OSPA/OPA Liaison should have 3-5 years (or more) experience in OSPA leadership prior to appointment.

The OSPA/OPA liaison serves at the shared pleasure of the OSPA CEO and OPA Chief Executive Officer and is a non-voting member of each Association's Executive Board or Board of Directors.

The OSPA/OPA liaison should produce quarterly reports of the activities of both Associations.

The vacating of Liaison positions shall be made by the CEO, subject to a majority approval of the Fiscal Advisory Committee, and in conjunction with OPA.

G. Inter-University Council Liaison

The OSPA/IUC liaison must be a member of OSPA and shall be the IUC chair.

CHAPTER V POLICIES AND PROCEDURES

A. Amendment of Constitution

1. The Constitution may be amended by a two-thirds majority of the votes cast at an Annual Business Meeting of the Association or by mail or electronic ballot. Proposed amendments must be presented to the membership in writing in advance of the meeting at which they will be considered or in the same mailing that contains the mail ballot.

2. Amendments to the Constitution may be proposed by the Executive Board or by written petition of ten (10) percent of the voting membership of the Association. Such petitions shall be submitted to the Executive Board for verification of validity, following which the Executive Board shall present the proposed amendment to the membership as provided in Article X of the Constitution.

3. The Constitution shall be reviewed at least every five (5) years. Amendments shall be proposed as necessary to ensure the continued effective and efficient functioning of the Association. Such proposed amendments shall be subject to the approval of the Executive Board and shall be adopted in accordance with the specifications of Article X of the Constitution.

B. Operations Manual

The Operations Manual shall define the purpose, function, policy, and procedures of the Association. It will be in a format that is readily accessible to those members making use of it, and readily modified when necessary. The Operations Manual shall be reviewed on the same schedule as the Constitution, or as needed. The Operations Manual may be amended by a majority vote of the Executive Board.

C. Code of Ethics

The Code of Ethics shall define the ethical standards of the Association. It will be in a format that is readily accessible to those members making use of it, and readily modified when necessary. The Code of Ethics shall be reviewed on the same schedule as the Constitution and the Operations Manual, or as needed. The Code of Ethics may be amended by a majority vote of the Executive Board.

CHAPTER VI FINANCES

A. Authority

The authority of chairpersons and Officers to arrange financial commitment shall be restricted to the activity of their offices and to the approved budget of the committee or coded account. The reallocation of funds shall require the approval of the Planning & Fiscal Advisory Committee (PFAC). Any expenditure not in the annual budget shall be made only with express consent and approval of the Fiscal Advisory Committee.

The PFAC will oversee the fee structure for membership, conventions, workshops, conferences and all items sold under the auspices of the organization. Specific committees may be authorized by the PFAC to set registration rates for Association sponsored events or sale items. Upon request, committee chairs may be asked for documentation of competitive bidding/price scales for convention sites or other expenditures related to an event.

B. Reimbursements

Request for Reimbursement forms are available from the Director of Operations in the Association office. Each request for reimbursement form should contain expenditures from only one budget category.

1. All reimbursements must be accompanied by the appropriate documentation (receipts/purchase orders/invoices) and must be within the approved budget.

2. All committee expenditures must be approved and signed by the committee chair.

3. Completed forms must be sent to the Association office.

4. All reimbursement requests must be submitted within sixty days of encumbrance or they may be invalid for payment.

5. Mileage reimbursement for employees, Officers and members on Association business will be based upon the allowance in the Federal Tax Code at the time such mileage was accrued.

6. Total reimbursements for meals in any one day shall not exceed $40.00. Regardless of total expenditures, purchases of alcoholic beverages will not be reimbursed.

C. Speaker Reimbursement

Speaker fees for conferences, conventions and workshops will be negotiated by the appropriate committee chairs. Honorariums/speaking fees for an individual must not exceed $3,000 per day unless prior approval is obtained from the PFAC. There will be a written contract provided by the Director of Operations stipulating all fees/honorariums and reimbursement for expenses/travel that must be signed by the contracted individual and Association representative. All contracts will be submitted to the Treasurer for review and to the PFAC for approval.

D. Awards Reimbursement

The cost of all recognition awards will come from the Executive Board expenses unless a designated budget code is identified.

E. Association Travel

Members, Officers, and employees with opportunities to represent the Association at regional, national, or international conferences will abide by the following guidelines. (This section excludes the designated accounts for the President and President-Elect at events for the National Association of School Psychologists (NASP)).

1. All air, train or bus transportation will be arranged by the Association Director of Operations . If specialized or unique itineraries are required, Association will reimburse at the rate determined by a written quote obtained by the Director of Operations. All air travel will be by coach or best available rate from a nearby location to the Association representative.

2. Lodging will be paid in full when representing the Association out of state and/or beyond a 100 mile radius from the individual's home.

3. Meal reimbursement is not to exceed $40.00 per day (Assumes a full day stay). Alcoholic beverages will not be reimbursed.

4. Specialized needs such as÷ rental cars, taxis, and parking fees will be reimbursed for travel to and from a transportation site (i.e., airport) to the event and a maximum of one round trip fare per day away from the site.

5. Other unique travel requirements, including the purchase of airline tickets, shall be approved in a budget form by the PFAC in advance of travel and obtained through the office of the Association, unless otherwise approved by the PFAC.

CHAPTER VII BUDGET

A. **Submittal (April to May):** Committee chairs, Officers and employees submit budget requests to the PFAC 30 days prior to the Spring Conference Executive Board Meeting.

B. **Review (Prior to May Executive Board Meeting):** The PFAC reviews and amends the budget outlined by the Treasurer.

C. **Executive Board Approval (May Executive Board Meeting):** The Treasurer presents the tentative budget to the Executive Board for approval.

D. **Requests of Increase (Fiscal year – July 1 to June 30):** Once approved, each committee and individual may spend up to the line item within their authority. Requests for budget increases must be submitted in writing to the PFAC.

CHAPTER VIII OFFICERS

The Officers of the Association shall be the President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect, and Secretary. The

President, President-Elect, Immediate Past President, and Treasurer-Elect shall serve terms of one year. The Secretary shall serve a term of two years. The Treasurer shall serve a term of three years. In the event that the President is unable to complete the term of office, the President-Elect shall assume the office for the remainder of the term.

A. If less than eight (8) months of the term remains, the President-Elect shall also succeed to the office for the following term. The Immediate Past President shall fulfill such responsibilities of the office of President-Elect as shall be necessary until the next annual election.

B. If eight months or more remain in the term, a special election shall be held to fill the office of President-Elect. This new President-Elect shall succeed to the office of President for the following term.

C. In the event that the President-Elect is unable to complete the term of office, a special election shall be held to fill the office as soon as possible. See section XI: H: 7.

D. In the event that the Treasurer is unable to complete the term of office, the Treasurer-Elect shall assume the office for the remainder of the term.

E. If less than eight (8) months of the term remains, the Treasurer-Elect shall also succeed to the office for the following term.

F. If eight months or more remain in the term, a special election shall be held to fill the office of Treasurer-Elect. This new Treasurer-Elect shall succeed to the office of Treasurer for the following term.

A. OSPA President shall:

1. be a voting member of the Executive Board;

2. preside at all meetings of the Association and the Executive Board. The President is responsible for determining the date, locations and time of the meetings and for determining the agenda for the meetings;

3. serve as the major spokesperson for Association positions or delegate this role to other Association members or officials. Information concerning Association positions or policies which the Association should address is channeled through the President;

4. serve as a member of the Planning & Fiscal Advisory Committee;

5. serve as an ex-officio member of all other committees of the Association;

6. authorize official communication necessary with other organizations, agencies or persons;

7. keep a log of activities;

8. work with the President-Elect to establish a functional communication network among all regional affiliates of the Association to ensure that each of these affiliates is meeting their respective responsibilities as outlined in Chapter IX, Section C of this Operations Manual.

B. OSPA President-Elect shall:

1. be a voting member of the Executive Board and in the absence of the President serve as chairperson of the Executive Board;

2. serve as a member of the Planning & Fiscal Advisory Committee;

3. be an ex-officio member of all other committees of the Association;

4. consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office;

5. work with the President to establish a functional communication network among all regional affiliates of the Association to ensure that each of these affiliates is meeting their respective responsibilities as outlined in Chapter IX, Section C of this Operations Manual.

C. OSPA Immediate Past President shall:

1. be a voting member of the Executive Board;

2. serve as a member of the Planning & Fiscal Advisory Committee;

3. serve as an advisor to the Executive Board and to the other Officers;

4. assist the President, as assigned, in the supervision of selected committee activities, and shall work closely with committees and

other activities which involve the continuation of goals or completion of projects from the previous year;

5. consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

D. OSPA Treasurer shall:

1. be a voting member of the Executive Board and maintain the financial accounts of the Association;

2. issue checks for reimbursements upon receipt of vouchers, or sales receipts;

3. submit a financial report to the Executive Board quarterly or more frequently if requested;

4. serve as chairperson of the Planning & Fiscal Advisory Committee and shall be responsible for convening PFAC meetings to develop and recommend budget items to the Executive Board;

5. submit the recommended budget from the PFAC for discussion/approval by the Executive Board;

6. arrange for and supervise all official audits in cooperation with the Director of Operationsr;

7. be responsible for management of all Association monies according to established fiscal policies and for proposing changes whenever necessary.

E. OSPA Treasurer-Elect shall:

1. be a voting member of the Executive Board;

2. be responsible for consulting with the current Treasurer to gain a working knowledge of the procedures necessary to execute the duties of the Office of Treasurer;

3. serve as a member of the Planning & Fiscal Advisory Committee (PFAC).

F. OSPA Secretary shall:

1. be a voting member of the Executive Board;

2. serve as a member of the Planning & Fiscal Advisory Committee;

3. be responsible for recording accurately the events and information at official Association meetings, maintaining official records, and writing official correspondence;

4. review initiatives and directives from meeting to meeting to insure consistency and to see if charges and activities were completed;

5. be involved in other direction setting as requested by the President;

6. if the secretary is unable to serve, the President will appoint a person to fulfill the term of office;

7. format the minutes, including a summary list of motions and actions taken.

CHAPTER IX EXECUTIVE BOARD

A. Purpose

While the basic responsibility for the functioning of the Association rests with the total membership, the Executive Board shall exercise general management of the affairs of the Association. The Executive Board is the body to which all Officers, committees and employees of the Association are ultimately responsible.

The entities that report directly to the Executive Board are the CEO, officers and regional representatives. The entities that report directly to the CEO are the committee chairs and Director of Operationsr.

The Executive Board shall have and exercise the general direction, control and management of the activities and business of the Association. It shall have ample power to purchase, to lease, to pledge and sell any personal or real property of the Association and to make contracts and agreements on behalf of the Association, as it may be deemed needful and convenient for the successful execution of the Association's purposes and operations. In the case of sale or purchase of real property, an affirmative vote by two-thirds (2/3) majority of the total Board membership is required. Such transactions shall be publicized to the Association's general membership prior to Board action.

B. Structure

Voting members of the Executive Board shall be the Officers and Regional Representatives of the Association, as established by the Constitution. Additional Executive Board members may be appointed, but shall have no vote. All members of the Executive Board must be voting members of the Association (with the exception of student representatives).

Terms of office for all voting and non-voting members of the Executive Board shall begin following the Spring Conference or July 1, whichever is first, with the exception of the Treasurer, whose term of office shall commence at the beginning of the next fiscal year.

C. Regional Representatives

1. Regional Representatives must be voting members of the Association and members of the regional affiliate they represent.

2. Regional Representatives shall be elected by the voting members of the Association within each region who are also members of the regional affiliate. They shall represent the interest of these members.

3. Regional Representatives shall serve on at least one committee.

4. The number of representatives from a regional affiliate shall be determined on the basis of the number of voting members of the Association who are also members of the regional affiliate as of December 31, as follows:

    a) One representative for the first ten (10) to fifty (50) members, and

    b) One representative for each additional fifty (50) or portion thereof, to a maximum of four representatives for any single region.

5. Regional Representatives shall be elected for terms of three (3) years. Where a regional affiliate is entitled to more than one representative, the terms shall be staggered (if possible) so that all do not end in the same year.

6. If a regional association's membership drops below the number required for maintaining their current number of representatives on the Executive Board, the region will maintain their current representation until the next election during which that regional association has a representative on the Executive Board for the remainder of the current year.

7. If a Regional Representative is elected to a statewide office (e.g., President, President-Elect, Secretary, Treasurer, Treasurer-Elect), the regional association may select an individual to replace that Regional Representative on the Executive Board for the remainder of the current year.

8. In the event that a Regional Representative is unable to complete a term of office, the President of the Association, after conferring with the President of the regional affiliate organization, shall appoint a replacement from that region for the remainder of the current year of office. This appointment is subject to approval by the Executive Board of the Association. After the next annual election, a representative shall be elected to fill any unexpired term.

9. If a Regional Representative is unable to attend a meeting of the Executive Board, a proxy representative may be designated by the President of the regional affiliate. Proxy representatives must be voting members of the association.

CHAPTER X ASSOCIATION EMPLOYEES

The Executive Board may employ one or more staff members to assist in conducting the administration of the Association. They shall be responsible to the President for their direct supervision. Their initial and continuing employment will be based on a job description which will include a statement of qualifications and sufficient description of duties to allow for adequate evaluation.

Association employees shall attend all Executive Board, Annual Business, and Fiscal Advisory meetings, respond as requested to questions from the Executive Board, and work cooperatively with the Executive Board members. Association employees shall execute the duties outlined in their job description to effectively carry out the activities of the Association.

A. Vacancy

1. In the event of a vacancy, the Association Employee's position, regardless of title used, shall be filled by a person whose qualifications are provided for in the job description. Applicants for this position may be any person other than the current Officers or nominated candidates for any elective position of the Association. The President will appoint an Executive Search Committee and these members are not eligible. Officers, nominated candidates, and Search Committee members shall provide written evidence of resignation or withdrawal of candidacy prior to making application for the position of

Association Employee, regardless of the title used for such position.

2. Qualified candidates for the CEO position shall be interviewed by the Search Committee. Prior to the interview, the committee will establish the process of consensus to be used. Once the Search Committee has identified a recommended candidate, the candidate's qualifications and credentials shall be presented at the next Executive Board meeting. An affirmative vote by two-thirds (2/3) majority of the total Board membership is required.

3. Qualified candidates for the Director of Operationsposition shall be interviewed by the Search Committee. Prior to the interview, the committee will establish the process of consensus to be used. Once the Search Committee has identified a recommended candidate, the candidate's qualifications and credentials shall be presented at the next Executive Board meeting. An affirmative vote by two-thirds (2/3) majority of the total Board membership is required.

4. The Director of Operations, with consultation of the President, shall be responsible for filling any vacancy for the position of clerk-typist by running an advertisement, screening applicants, and interviewing applicants. Upon completion of interviews, the Director of Operations shall present the credentials of the applicant s/he feels will best fill the position at the next Executive Board meeting. An affirmative vote by two-thirds (2/3) majority of the total Board membership is required.

B. Association Employees' Evaluation

The staff of the Association shall be evaluated annually according to procedures adopted by the Executive Board. Such evaluation procedures will include appeal to a Personnel Committee, which shall be appointed by the President and approved by the Executive Board, in case of disagreement over results.

C. Association Employee Job Descriptions

1. Chief Executive Officer (CEO) shall:

A. Pursuant to Section 101.73 of the Ohio Revised Code, file an expenditure report with the Joint Legislative Ethics Committee on a quarterly basis;

B. Assist the Advocacy Committee in developing goals and priorities critical to the welfare of students, the

professional standing of school psychologists and/or the stated purposes of the Association, and communicate with advocacy chair(s) at least twice per month;

C. Submit a written report of activities to the Association's Executive Board at each regularly scheduled meeting, and keep a log book of times and activities to CEO function;

D. Collaborate with representatives of other professional organizations, as necessary, regarding the Association's position on various legislation, standards, etc.;

E. Develop a legislative reporting mechanism to keep the membership abreast of legislative developments, possible future ramifications and the appropriate response(s) needed to affect the goals desired by the membership;

F. Monitor bills which are introduced into the Ohio Legislature;

G. Inform legislators of the concerns of the membership;

H. Provide information to members relative to questions regarding legislation, litigation, standards, association positions, insurance, and professional issues;

I. Complete other activities as assigned by the President and/or Executive Board;

J. Maintain contact with the Office for Exceptional Children, State Board of Psychology, Ohio Coalition for the Education of Children with Disabilities, Ohio Psychologists Association, and other professional associations as necessary.

K. With majority affirmation from the Planning & Fiscal Advisory Committee, oversee and execute the day-to-day operations of the Association and respond to the requests of the Executive Board.

L. With majority affirmation from the Planning & Fiscal Advisory Committee, provide oversight, management, and support to Committee Chairs, Liaisons, Regional Representatives, and other members of the Executive Board, including appointments and removals of Committee Chairs (with the exception of the Planning & Fiscal Advisory Committee Chair), Liaisons, and other non-elected Executive Board positions (e.g., Editor of *The Ohio School*

Psychologist, OSPA Historian).

M. Supervise the daily work of the Director of Operations;

N. Assist elected Officers of the Association in discharging their responsibilities;

O. Ensure timely and accurate work by Association employees, Officers, Committee Chairs, Liaisons, and other Executive Board members;

P. Maintain regular communication with the Executive Board to ensure accessibility, member input, and accountability;

Q. Maintain productive working relationships among all individuals providing services to the Association;

R. Serve as an ex-officio member of all Association committees, with the exception of the Planning and Fiscal Advisory Committee (where this position is identified as a standing member).

S. Complete tasks related to association branding, including logo creation, layout and creation of publications and other graphic design tasks.

2. Director of Operations shall:

A. Manage the Association central office;

B. Maintain accounting records and reports in cooperation with the Treasurer, advise the Executive Board on cost-effectiveness of new projects, file IRS reports, maintain payroll records. Limit office expenditures to approved budget. Any expenditure not in the annual budget shall be made only with the approval of the Planning & Fiscal Advisory Committee;

C. Arrange business contacts/communications regarding supplies, office operations, etc.;

D. Provide requested assistance to committee chairpersons and CEO;

E. Attend Executive Board meetings and Planning & Fiscal Advisory Committee meetings;

F. Assist Fall and Spring Conference Committees with hotel arrangements, notices, correspondence, and registration;

G. Respond to telephone and written requests from members related to meetings, job opportunities, conferences, workshops, membership and publications;

H. Refer inquiries regarding association policies, legal advice, and questions related to the profession of school psychology to the CEOor appropriate Executive Board member or Committee Chair.

I. Submit a summary of activities to the Association Executive Board at each regular scheduled meeting (e.g., personal contact made, services provided to membership and total amount of time expended in these activities);

J. Assist Membership and Elections Committee in preparing and distributing ballots of Executive Board offices and regional affiliates;

K. Managing Continuing Education (CE) program – record continuing education information for registrants, keep files on current OSPA-CE providers, collect fees due and send timely updates to CE registrants;

L. Maintain current records regarding membership;

M. Complete other activities as assigned by the President and/or Executive Board.

CHAPTER XI STANDING COMMITTEES

1. **Composition:**
   a. All standing committees will include a Regional Representative whenever feasible. Committee members must be members of the Association. All committee chairpersons are non-voting members of the Executive Board unless otherwise entitled to vote. Representatives and Officers shall chair no more than one standing committee.

2. **Purpose:**
   a. There shall be standing and other committees appointed to fulfill the function of the Association. The duties of the standing committees shall be described herein.

b. The CEO, subject to a two-thirds vote in the affirmative by the Executive Board, shall have the power to recommend the addition, deletion or change of a standing committee with the exception of the Executive Board, Membership and Elections, and Planning & Fiscal Advisory Committees; and subject to majority approval of the Planning & Fiscal Advisory Committee.

c. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted for the committee's use (with the Membership and Elections Committee Committee, Technology Committee, and the Executive Board).

A. Awards Committee

Composition:

The committee shall consist of two Co-Chairs from different regions; the President-Elect, President, and Immediate Past President; and other volunteer members.

Purpose:

1. To determine criteria and procedures for awards for existing OSPA members established by the Executive Board;

2. To recommend to the Executive Board the annual recipient of the *Clyde V. Bartlett Distinguished Service Award*;

3. To recommend to the Executive Board nominees for the *R.A. Horn Honorary Life Membership*;

4. To recommend to the Executive Board the annual recipient(s) of the *F. Peter Gross Best Practices Award*;

5. To recommend to the Executive Board the annual recipient of the *Alex Thomas Ohio School Psychologist of the Year Award*;

6. To recommend to the Executive Board the annual recipient of the *Early Career Award*;

7. To recommend to the Executive Board the annual recipient of the *Ann Brennan Outstanding Advocate Award*;

8. To recommend to the Executive Board the annual recipient of the *Intern Supervisor of the Year Award*;

9. To determine criteria and procedures for any other awards instituted by the Executive Board.

Function:

Timelines may be adjusted at the discretion of the Awards Committee to better facilitate completion of duties.

May-September:

Solicit nominations via TOSP and listserv for the Fall Awards (*Ohio School Psychologist of the Year Award, Ann Brennan Outstanding Advocate Award,* and *Early Career Award*) from regionals.

September-October:

Review and distribute nomination packets and rubrics to Regional Representatives, President-Elect, President, and Immediate Past President.

Review completed rubrics and make recommendation to the Executive Board for award recipients.
Notify recipients in writing and share information on Awards presentation (dates of conference, information for plaques, lunch arrangements, timelines for speeches, photos, etc.).

Finalize arrangements for the Fall Awards Ceremony (ordering plaques, writing introductions for ceremony, assisting recipients with guest arrangements, etc.).

November:

Awards presentation on Thursday/Friday of Fall Conference. Submit remarks for publishing in TOSP. Participate in conference committee meetings to recruit members and discuss committee issues.

November-February:

Solicit nominations via TOSP and listserv for Spring Awards (*Intern Supervisor of the Year Award, Clyde V. Bartlett Distinguished Service Award*, *R.A. Horn Honorary Life Membership*, and *F. Peter Gross Best Practices Award*) from members and educational professionals.

February-March:

Review and distribute Nomination packets and rubrics to President-Elect, President, and Immediate Past President.

Review completed rubrics and make recommendation to the Executive Board for award recipients.

Notify recipients in writing and share information on Awards presentation (dates of conference, information for plaques, lunch arrangements, timelines for speeches, photos, etc.).

Finalize arrangements for the Spring Awards Ceremony (ordering plaques, writing introductions for ceremony, assisting recipients with guest arrangements).

April:

Awards presentation on Thursday/Friday of Spring Conference. Submit remarks for publishing in TOSP. Participate in conference committee meetings to recruit members and discuss committee issues. Note that the formal onsite presentation may be deferred to the Fall Conference if the Spring Conference is held via virtual format.

B. Crisis and Intervention Committee

Composition:

The committee shall consist of no more than two (2) members from each region.

Purpose:

To facilitate student and staff psychological well being, in order to enable schools to resume normal activities after a crisis and maximize educational performance.

Function:
The OSPA Statewide Crisis Response Team would like to assist school psychologists in their response to students and families in crisis situations by:

1. To provide information about crisis prevention, intervention, and postvention and making this information available to Association members;

2. To provide a supportive network of professionals to increase knowledge and skills in a crisis situation;

3. To increase collaborative involvement in regional teams in preparation for possible response to a regional crisis.

C. Early Career Committee

Composition:
The committee shall consist of two Co-Chairs (ideally from different regions) and volunteer members.

Purpose:
1. To provide support to early career school psychologists.
2. To manage and monitor the Early Career Mentorship Program where individuals are paired with experienced mentors.
3. To implement initiatives that strengthen the pipeline of future school psychologists, including the Future School Psychologists of Ohio (FSPO) club.
4. To contribute to OSPA's broader mission by fostering leadership, advocacy, and engagement among new professionals.
5. To assist with any related tasks or initiatives as directed by the Executive Board.

Function:

August - November

Recruit and assign new mentors and mentees for the Mentorship Program.
Participate in events at the OSPA Fall Conference (i.e., sessions, intern conference, tabling).
Review FSPO membership for the new academic year.
Convene an FSPO leadership meeting to plan meetings for the upcoming months and delegate tasks to FSPO leadership.
Host the September, October, and November FSPO meetings with undergraduate students.

December - March
Check-in with mentorship pairs to ensure communication and support.
Assign new mentor/mentee pairings as inquiries come in.
Convene an FSPO leadership meeting to plan meetings for the remainder of the academic year and delegate tasks to FSPO leadership.
Host the January, February, and March FSPO meetings with undergraduate students.

April - July
Collect feedback on the Mentorship Program and early career supports to inform future planning.

Review committee goals and accomplishments; update materials and processes as needed.
Host the April FSPO meeting with undergraduate students.
Conduct any necessary work to maintain FSPO including networking and engagement.

D. Fall Conference Committee

Composition:

The committee should consist of at least one (1) member from each region. The committee will also include a Webinar Chair in charge of virtual professional development offerings.

Purpose:

1. To provide opportunities to school psychologists for professional growth and development, as well as networking;

2. To promote and provide professional development and training opportunities (e.g., speakers/presenters Association conferences) for Association members and other guests. This may be done in collaboration with other professional organizations (e.g., the Ohio Inter-University Council for School Psychology);

3. To collaborate with the Spring Conference Committee and Webinar Chair to align professional development activities with the long-term strategic vision of the Association's Executive Board;

4. To coordinate continuing education credit, as needed, for Association members.

Monthly Co-Chair Activities

January:

Develop and upload committee report for February Executive Board meeting.

February:
Attend Executive Board meeting and deliver a report on outcome of previous fall meeting in terms of finances, evaluations, and any other aspects that require discussion.

Draft and submit a “Save the Date” article for the TOSP regarding the up-coming Fall Conference. This will be published in the Spring/Summer TOSP and posted on website in June. This is due at February Executive Board meeting for publication in mid-April.

March:

Develop and upload committee report for April Executive Board meeting.

Ask CEOr if NCSP approved provider status is due this year (important that this not expire or no credit will be available to attendees).

Communicate with upcoming primary speakers to get agreement for a 5-6 question interview to be published in Fall TOSP as a promo. Design questions, work to get responses. This is due in July but speakers need time to reply. Based on the topic to be presented, make up 5 questions related to the objectives.

Communicate as needed with committee members regarding timelines for summer planning initiatives regarding future conferences or logistics for upcoming November conference.

If in a survey cycle, work with webmaster to design content and timing. Surveys should ideally be initiated by the end of March and closed after the Spring Conference where attendees can be prompted to respond. The schedule should be in even numbered years with the next in spring, 2016. Spring of 2016 will link to planning for all conferences in 2017 and 2018.

April:

Attend and report at Executive Board meeting.

Dates and information for Fall Conference should be posted on website and listserv this month. Check with webmaster.

Communicate with office to make sure they have confirmed all ancillary activities that need to be edited to appear in conference print materials. If one of the presenters is promoting a book, make sure cost to OSPA is known so a pre-order price can be set. Revisions to registration materials will start in May.

May:

Assemble and organize information from survey if done this year.

Communicate general survey results to committee and outline plans for meeting and planning.

Prepare a report on the survey for the August Board meeting and to be posted on the web and published in the TOSP (deadline is July 1 for Fall edition).

VERY IMPORTANT: Revise and submit conference registration materials to appear in the Fall TOSP. The submission deadline is July 1. While the publication date for Fall TOSP is August, this information should be posted on the web with an email alert as soon as August 1.

June:

Assemble and organize Survey information for planning around domains and content.

Schedule planning activities and facilitate meeting. Engage leadership and committee members in a process to prioritize content; generally discuss speakers.

July:

Begin process for future conferences of vetting and contacting speakers in order of committee input and co-chair insight.

Develop and upload committee report for August Executive Board meeting.

Post Fall Conference speaker interviews on website and send messages to members.

Post conference registration on OSPA website; announce to members via various methods.

August:

Work with OSPA office regarding coordination of events surrounding announcement of the opening of registration.

Registration will open annually 8 weeks prior to the close of the hotel room block and the Early Registration window.

Communicate with PR committee to determine who will post where regarding registration opening.

Attend Executive Board retreat and provide updates regarding survey or planning.

Complete selection of speakers and send confirmation letter with details, including contract.

For upcoming conference, confirm with office that any special events are happening such as wine tasting, awards, committee meeting schedule. Confirm with office that ODE rep has been contacted and that IUC, Ethics, Intern events are all set. Need this information so that the daily schedule can be edited in September.

September:

Edit table top schedule and send to OSPA for printing.

Communicate with speakers as needed to remind them of the Oct.4 deadline to get electronic copy of handouts to OSPA.

Make sure office in in touch with any other conference stakeholders listed in August plus others (exhibitors, NASP delegate, PR committee, Scholarship) regarding logistics and needs.

Post reminders and send emails about deadlines for hotel registration, and discounted registration rates.

October:

Early in month, reach out to speaker(s) to confirm schedule, make sure we have arrival set, equipment ordered, etc. Invite speakers to dinner if arrival works for that.

Continue to monitor registration and promote via social media.

Confer with President and Awards and Scholarship Chairs about schedules during lunch.

Finalize plans with hotel. Work with office to check function sheets carefully for errors.

Draft and upload committee report for November Executive Board

November and at Fall Conference:

Attend Executive Board meeting on Wednesday.

Work registration.

Introduce Speakers, cover housekeeping and to do list (checklist).

Distribute and collect forms, evaluations, and CE forms.

Tally evaluation sheets.

Review thank you letters to speakers, hotel, others.

Prepare TOSP article on conference: Due immediately at conference conclusion for mid-January publication.

Discuss site selection as needed.

Keep in touch with office on post-conference issues.

December:

If speakers have been contracted for the following year, begin working with them to get their topic set, obtain the learner objectives, and complete other details that will guide planning. This is a good time to also develop the conference theme or title to appear on the registration materials.

Webinar Chair:

The Webinar Chair shall identify topics and speakers to present webinars throughout the year, consulting with both Fall and Spring Conference Committees to avoid conflict with conference topics.

The chair shall negotiate contracts for the speakers, including the honorarium.

The chair shall facilitate the execution of the webinar.

E. Planning & Fiscal Advisory Committee (PFAC)

Composition:

The committee shall consist of the President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect, Secretary, Director of Operations and CEO and not more than two (2) other members of the Executive Board - one appointed by the Treasurer and one appointed by the president. The Treasurer shall be the chairperson. Due to the potential conflicts of interest that may arise, only one ex-officio member may serve as Chair or Co-Chair of other committees. Co-chairs of other committees must recuse themselves when voting on PFAC matters pertaining to their committee.

Purpose:

1. To develop and submit the annual budget;

2. To review Executive Board expenditures;

3. To monitor and develop investment plans for Association funds.

4. To identify and investigate issues related to the Association's effectiveness and efficiency in fulfilling its stated purpose and the needs of its members. The committee shall recommend to the Executive Board appropriate actions concerning such issues.

Function:

1. To monitor and review annual budget;

2. To review Executive Board expenditures at least semi-annually, and report to the Executive Board;

3. To review and report to the Executive Board on an annual basis (by April) the performance and record of expenses of the contract employees of the Association in order to make recommendations for contract personnel by August;

4. To provide the Executive Board with the proper information from the Treasurer's records at the close of the fiscal year;

5. To develop and review the budget for fiscal year and establish meeting dates for the year;

6. To review Association expenditures twice yearly and report to the Executive Board;

7. To periodically establish a task force for purposes of conducting an internal review/audit of the Association finances. This task force must include no fewer than two non-Executive Board Association members. The task force may recommend a professional audit to the Executive Board.

8. To advise the Executive Board of trends and issues in school psychology, and, accordingly, to develop and maintain the long-range plan based on projections of the future of school psychology and the implications for Ohio's school psychologists. The plan shall be updated at least every five years. In years where the plan is updated, revisions will be submitted to the Executive Board no later than the Spring Executive Board meeting;

9. To develop and recommend to the Executive Board annual goals which are in keeping with the long-range plan and which provide direction for planning in each organization unit and committee. Goals for the upcoming fiscal year will be presented to the Board no later than the Spring Executive Board meeting;

10. To carry out short term assignments of the Executive Board;

11. To review the Constitution, Operations Manual, *Code of Ethics*, Position Papers, and other documents of the Association periodically, as required by Article X of the Constitution;

12. To recommend changes to these aforementioned Association documents to the Executive Board in a timely manner so that adequate notice may be given to the membership for voting purposes; and

13. By majority of the voting members, to ratify decisions of the CEO as they relate to executing the day-to-day operations of the Association and responding to the directives of the Executive Board.

F. Advocacy Committee

Composition:

The committee should consist of at least one (1) member from each region. Given the essential nature of advocacy work within school psychology and OSPA, the current elected officers and OSPA staff are strongly encouraged to participate in ongoing advocacy meetings.

Purpose:

To advance scholastic and practice competence in the plurality of OSPA members and among the constituents served within school psychology, with an emphasis on embracing and celebrating differences across ethnicity, nationality, gender, race, religious affiliation, sexual orientation, disability status, political affiliation, and socio-economic level, and to educate members regarding mental health, education, and professional issues, as well as advising legislative bodies on the profession of school psychology and the positions of this Association.

1. To act as a liaison with the National Association of School Psychologists (NASP) Multicultural Affairs Committee and Legislative Committee(s) Social Justice Committee, Lesbian, Gay Bisexual, Transgender, Questioning Intersex, Two-Spirit

(LBGTQI2-S) Committee and the Association. Through these relationships, actively support legislation and rules for education, protect the right to maintain cultural differences within the educational system and society as a whole and to collaborate with universities and practitioners statewide to address shortages and diversify the field;

2. To survey and provide feedback to the organization and Ohio universities to determine training needs of school psychologists in working with students from culturally diverse groups and to promote and retain individuals from diverse backgrounds in the field;

3. To address concerns and provide resources for school psychologists related to culturally responsive practice to effectively work with students from culturally diverse groups. Through addressing concerns and providing resources, actively foster the importance of cultural identities in the educational and applied school psychological practices for the following demographics: racial and ethnic minorities, English Language Learners (ELL), and the gender and sexually diverse community;

4. To introduce and advocate for social justice initiatives within the organization and field of school psychology while advancing relevant legislative priorities for minoritized populations;

5. To collaborate and engage with partner educational, social service, behavioral health, and medical organizations across Ohio towards embracing, celebrating, and supporting culturally responsive practices and legislative efforts impacting

Function:

1. To periodically develop a legislative platform based on goals and of the Association members;

2. To increase committee members' understanding of the legislative process through the use of multiple communication platforms;

3. To increase political awareness and activism at the regional/state/federal level (e.g., writing letters, emailing, contacting stakeholders, attending hearings, meeting legislators, providing written and/or oral testimony, etc.);

4. To monitor, support and initiate legislation which furthers the goals stated in the legislative platform;

5. To formulate positions on political/legal issues which are relevant to school psychologists;

6. To ensure continued collaboration with any legislative networks in order to enhance communication between the legislative committee and the Association membership;

7. To periodically compile and submit a written report to *The Ohio School Psychologist* and Executive Board in reference to the committee functions, minutes of the meetings, and legislative information.

G. Membership and Elections Committee

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

To encourage the expansion of participation by school psychologists in the Association, and to be responsive to the needs of members. To increase membership in all areas. To assist current members with various services provided by the Association. To ensure the continuation of the Association by replacing Officers and Executive Board members whose terms have expired through a nomination and election process.

1. To encourage school psychologists, students, interns, retirees, and affiliates to become members of the Association;

2. To provide information about the Association to those who are eligible but may not yet be members;

4. To work cooperatively with the Office of Exceptional Children and Inter-University Council (IUC) to increase Association membership;

5. To review the applications for membership and ensure that prospective members meet the qualifications of the category for which they are applying.

6. To be responsible for elections and all voting conducted by mail or electronic ballot;

7. To present to the Executive Board, for inclusion in the minutes, the results of elections and other mail or electronic ballots;

8. To submit recommendations for appointed positions, such as vacancies on the Ohio State Board of Psychology Licensing Board;
9. To solicit at least two nominees for President-Elect, Treasurer-Elect and Secretary;
10. To solicit at least two nominees from the regional affiliates for each Regional Representative position. The Executive Board may accept the single nomination or may conduct an additional search for candidates, when the committee is unable to secure two nominees for each position;
11. To accept write-in nominees upon receipt of written petition of 10% of Association members who are entitled to vote for an office. These write-in nominees must be received by the committee by March 1.
12. To hold special elections when officers are unable to complete their term. Special elections shall follow the same procedure as a normal election.

Function:

In conjunction with the Association staff, this committee shall assume several duties related to recruiting and retaining members:

1. To obtain a list of non-renewing members and send them a letter (by mid-October) encouraging their continued membership in the Association;

2. To contact the Office of Exceptional Children or the Inter-University Council (IUC) to obtain the names of intern school psychologists at the beginning of each year and invite those individuals to join the Association;

3. To contact the Ohio State Board of Psychology by December 10th to obtain list of licensed school psychologists in the state of Ohio and send those individuals invitations to join the Association;

4. To obtain a list of IUC members from their representative and invite them to join the Association;

5. To contact regional affiliate Membership and Elections CommitteeMembership Committee Chairs and/or regional Presidents requesting that regional affiliate membership lists be sent to the Director of OperationsBusiness Manager by October 1st of each year;

6. To submit names of potential members to the Association office so that membership materials can be mailed or e-mailed to them;

7. To review new applications for membership prior to Executive Board meetings to ensure that members meet the qualifications for the category for which they are applying;

8. To submit potential new members' names to the Executive Board for approval;

9. To report to Executive Board on membership count. (Obtain information from the Association office);

10. To send membership news to Editor of *The Ohio School Psychologist*.

In conjunction with the Association staff, elected Officers and the Executive Board, this committee shall provide support with issues related to the Association's Code of Ethics:

1. To provide information to school psychologists who have questions regarding issues of professional ethics and conduct, and to publicize the Association's Code of Ethics to the membership;

2. To review the Association's Code of Ethics on a periodic basis.

In conjunction with the Association staff, this committee shall assume several duties related to managing issues related to research within the Association:

1. To facilitate, as appropriate, research by members and other appropriate groups as related to professional practices;

2. To encourage the incorporation of empirically based research into professional practices, and disseminate information to members through convention programs, submissions to *The Ohio School Psychologist*, and other means, as appropriate;

3. To coordinate the research activities (including surveys) of other committees, Executive Board, and all requests to gather information from the Association membership.

Procedures for requests for research involving wide participation of Association members:

Consistent with the fourth stated purpose of the Association as outlined in Chapter 1 (page 2), the Association will evaluate requests for research that involve active participation of Association membership.

When these requests involve the solicitation of data from Association members via questionnaires, interviews, or other methodology, the following guidelines shall be observed:

A. The researcher(s) may request that an invitation to participate in research be distributed to the Association listserv;

B. All proposals for research shall be directed in writing to the Association office;

C. At its discretion and with approval from the Association Executive Board, the committee may exercise limits on the number of requests that may be approved in any one fiscal year;

D. The researcher(s) of an approved study, upon approval, shall be sent notification that the invitation to participate with the survey link and other relevant information for making an informed decision to participate was posted on the Association listserv. Under no circumstances shall the researcher(s) be provided with an electronic database of Association members;

E. The researcher(s), as a condition of approval of research activity, may be required to submit an article for publication in *The Ohio School Psychologist*. This article may include the purpose, methodology, results, and discussion of the study.

Procedures for Selection of Nominees and Conducting Mail or Electronic Ballots:

1. The committee, in cooperation with the Association office, will send an up-to-date list of Association members to regional Presidents by October 15th of each year. Included with this list will be a letter of reminder to regional Presidents about the need to recruit candidates for statewide offices and Regional Representatives, as well as the applicable deadlines regarding eligibility for Regional Representative positions on the Executive Board. Both full members and interns who are members of both the Association and their regional affiliate are counted toward the totals for regional representation to the Executive Board.

2. The committee will be responsible for seeing that a reminder about joint Association-regional membership timelines and impact on elections is included in *The Ohio School Psychologist*.

3. The committee shall select nominees for the offices of President-Elect, Secretary, and Treasurer-Elect. Selection shall be based on input from regional affiliates, committee members, and from Executive Board members.

4. The committee shall solicit nominees for Regional Representatives from regional affiliates by contacting the Presidents of regional affiliates and requesting names of an appropriate number of nominees based on requirements outlined in the Executive Board section of this Operations Manual.

5. If a regional affiliate's membership drops below the number required for maintaining their current number of representatives on the Executive Board, the regional affiliate will maintain their current representation until the next election during which time that regional affiliate has a representative whose term expires.

6. All candidates for Association offices must be current members of the Association. Vitae of all individuals running for office shall be requested for inclusion with the ballot. The committee shall establish a format for the vitae and mail or e-mail this to the candidates immediately after receiving the candidates' names from the Membership and Elections Committee (for Officers) or from the regional affiliate (for Regional Representatives). An appropriate cutoff date for return of the vitae shall be established by the committee and the Association office. Any individual who does not submit vitae by the appropriate date will have his/her name included on the ballot without vitae information. Candidates will be notified of these guidelines and timelines when the vitae form is sent to them. Vitae will be sorted by region so those members from each region only receive those vitae of individuals for whom they are eligible to vote.

7. Ballots shall be e-mailed or mailed to members in envelopes which indicate that the content is a ballot. This may be done by stamping the envelope with the word "BALLOT" or by having envelopes specifically printed for this purpose.

Procedures for Counting Mail or Electronic Ballots:

1. Ballots shall be mailed with a return envelope with a label affixed which includes the member's name and regional affiliation. A signature shall be required on the return envelope. Only ballots returned in the official envelope shall be counted. The letter which accompanies the ballot and explains procedures for voting shall indicate that only ballots returned in the official return envelope shall be counted and that nothing except the ballot should be included in the ballot envelope.

2. All ballot-envelopes will remain sealed in the Association office until the designated time for counting the ballots.

3. At least three Association members shall count the ballots. If possible, one of the three members shall be the chair or co-chair of the committee. The remaining individuals may be from the Executive Board or may be any other members selected for the task by the chair or co-chair. If possible, these three individuals should include members from more than one regional association. In any event, no member whose name appears on the ballot shall assist with counting.

4. All ballots that are postmarked by the required return date shall be counted when determining the outcome of elections by mail ballot. Ballots postmarked after the return date will be kept, unopened, with the election materials and discarded at the appropriate date with other election materials.

5. Those individuals counting ballots will sign an informal statement authenticating the results of the balloting which will be presented to the President as soon as possible.

6. After the ballots have been counted, the President shall be notified of the election outcome. All candidates for office shall be notified by telephone of the outcome of the election by the chair or co-chair of the committee or his/her designee. Notification of candidates should be as soon as possible after ballots are counted and before the next Executive Board meeting and the Annual Business Meeting.

7. Election results shall be announced at the Spring Business Meeting and in *The Ohio School Psychologist*.

8. If a Regional Representative is elected to a statewide office (e.g., President-Elect, Secretary, Treasurer-Elect), the regional organization may select an individual to replace that Regional Representative on the Executive Board for the remainder of that individual's term.

9. In the event that it is decided that an election will be held by electronic ballot, all levels of access to ballots, dissemination of ballots, collection of votes, counting of votes, and any other activities related to the elections shall be conducted with prior approval from the Executive Board. A two-thirds majority vote by the Executive Board shall be required to permit an election, in whole or part, to be conducted by electronic ballot. In addition, a two-thirds majority of the Executive Board must approve all

election procedures involving electronic ballots prior to any election activities being conducted.

Procedures for Challenges to elections by Mail or Electronic Ballot:

1. Ballots shall be separated by regional association membership and kept by the Association office or by the chair or co-chair of the committee for 30 days past the Annual Business Meeting. After this time, ballots shall be discarded.

2. Any member requesting a recount of ballots shall be directed to put this request in writing to the Association President. If possible, the individual challenging election results should be informed of the timeline for keeping ballots after the election even before the letter to the President is received. After the President has received the request for a recount in writing, the committee chair or co-chair who was responsible for the election in question shall be notified. Two members, different from those who previously counted ballots, shall be selected by the President to conduct the recount. Any member who so requests, including the individual who has challenged the election results or the committee chair or co-chair, may be present when the recount is conducted.

3. No challenges to elections results will be accepted beyond the date established in the Operations Manual for discarding ballots.

Procedures for Selections of Recommendations to the State Board of Psychology:

1. The committee shall select nominees for positions on the State Board of Psychology. Selection shall be based on input from regional affiliates through committee members and from input from Executive Board members. Nominees should be licensed as psychologists at the doctoral level and should have strong professional credentials.

2. When possible, the political party of nominees for positions on the State Board of Psychology and the Governor's political party should be the same.

3. When possible, nominees for positions on the State Board of Psychology should have been active in political circles or have influential contacts in the governor's political party.

4. Nominations for the State Board of Psychology should be selected in cooperation with the Ohio Inter-University Council in School Psychology.

5. When possible, names of candidates for the State Board of Psychology shall be presented to the Executive Board for approval. If the Executive Board does not convene before the nomination must be made to the Governor, the President and committee chair or co-chair should confer.

6. The committee will request that nominees for the State Board of Psychology position submit his/her vitae to the President. The President will forward the vitae along with his/her letter of nomination to the Governor's office.

7. Executive Board members and committee members should be asked to send letters to the Governor endorsing Association candidates for positions on the State Board of Psychology.

Procedures for Selection of Nominees for the School Psychology Licensure Examination Committee:

1. The committee shall select nominees for positions on the School Psychology Licensure Examination Committee. Nominations shall be based on input from regional affiliates through committee members and from input from Executive Board members.

2. Nominations of more than one for the School Psychology Licensure Examination Committee should be selected in cooperation with the Ohio Inter-University Council in School Psychology. Nominees must be current Association members.

3. When selecting nominees for the School Psychology Licensure Examination Committee, consideration should be given to whether the individual leaving the Examination Committee is a university trainer or a field-based practitioner. When possible, the nominee should hold the same type of position as the individual leaving the Examination Committee.

4. When possible, names of candidates for the School Psychology Licensure Examination Committee shall be presented to the Executive Board for approval. If the Executive Board does not convene before the nomination must be made to the State Board of Psychology, the President and committee chair or co-chair should confer.

5. The committee will request that the nominee for the School Psychology Licensure Examination Committee position submit his/her vitae to the President. The President will forward the vitae along with his/her letter of nomination to the State Board of Psychology.

6. Members of the Examination Committee must be trainers or practitioners who are either licensed as school psychologists or licensed as psychologists and are also currently certified (licensed) as a school psychologist.

H. OSPA Scholarship Committee (Valorie Wolcott Mendelson OSPA Scholarship)

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

To provide oversight duties for the Executive Board with regard to the maintenance and administration of the OSPA Scholarship Program.

1. To increase awareness of the scholarship program with Association members, students and faculty from Ohio school psychology training programs, and the general public;

2. To provide information to the aforementioned parties about eligibility for the scholarship, relevant deadlines for applications and general guidelines for the selection process;

3. To assist with the selection of the winner(s) of the scholarship. The Chair of this committee shall serve on the committee that selects the scholarship winner. In addition, the Immediate Past President shall serve on the committee during his/her one-year term in that office. If this person is unavailable, then it shall be the President-Elect. If neither of these two is available, the committee Chair shall nominate a person to serve on the committee for one scholarship cycle. This nomination shall be subject to approval by the Executive Board. In an emergency situation, where this position in suddenly vacant and none of these three parties is available to serve, the committee Chair shall select an Association member that may serve for one scholarship cycle, subject to the approval of no fewer than two elected Officers of the Executive Board.

4. All recipients of an OSPA Award of Scholarship will be provided up to three lunches (to include the recipient and up to two guests) at the conference on the date of their recognition.

OSPA Scholarship Selection and Awarding Timeline

Throughout the year, for each OSPA Executive Board meeting, the Chair must submit a committee report summarizing activities, and presenting any new issues which may arise for discussion or approval.

February 1

Scholarship committee chair edits/updates information concerning application and collaborates with The Columbus Foundation liaison to insure accuracy of current year's details.

March 1

IUC trainers receive letter from The Columbus Foundation describing scholarship, eligibility requirements, and online application links and procedures.

April 1

Reminders of scholarship application procedures in TOSP and at Spring Conference.

May 1

Post reminder of upcoming deadline (June 1 unless it falls on the weekend).

Check with The Columbus Foundation liaison to insure that 3 university selection committee members are alerted to upcoming responsibility and a two week range for conference call to conclude selection process.

June 1

Liaison selects conference call date and sends letter with instructions and e-mails applicants' data.

Consult with The Columbus Foundation liaison about e-mailing all applicant materials to the 5 members of the selection committee.

Mid-June

Foundation liaison sends out letters to all applicants advising of results. Scholarship chair contacts recipient by phone to inform of selection.

Conference Call-in to The Columbus Foundation: Selection individuals share ratings and come to unanimous conclusion for selection recommendation.

About September 1

Alert recipient to requirement that he/she must attend the Thursday luncheon (no registration fee).

Check with The Columbus Foundation to insure that recipient's Bursar's office is in receipt of scholarship monies.

Mid-October

Request that recipient prepare 2- or 3-minute response to introduction.

Write 5-minute introductory speech based upon application materials of awardee.

Request lunch reservation for recipient and any family members who may attend with Director of Operations.

Thursday of Fall Conference

Coordinate picture-taking with recipient and family, if in attendance.

Provide recipient with copy of introductory remarks for personal keepsake.

Introduce recipient to members at large during lunch following awards procedures.

Meet recipient and family at 11:00 a.m.

Mid-November

Submit introductory remarks and pictures from raffle winners to TOSP

OSPA Scholarship Committee Raffle Timeline

Throughout the Year

Periodically review Communique', catalogs, and other resources to identify items to request from publishers.

September

Send e-mail invitation to publishers, regionals, IUC requesting donations. (Ask any IUC contact professor to post the request for memorabilia on the IUC list serve as chairperson does not have access. At this time ask IUC to request student volunteers to help with raffle during conference)

Get regional presidents' names from Director of Operations.

Review/update database concerning publishers, regional presidents, IUC.

During Month of October

Throughout October keep a record of communication with publishers, regionals and universities in order to identify donors. Follow-up e-mails to thank and acknowledge receipt of items or confirmation.

Continue follow-up with non-responders.

Provide mailing address for those who ship. Request arrival by Monday prior to Fall Conference.

Last week of October

Cross check all possible donors to determine if items are confirmed and/or received.

Week before Fall Conference

Get $100 change for ticket sales.

Gather all supplies and place in plastic tote:

Raffle tickets, signs, cash box, Sharpies, tape, hangers, files with information about all donations, tent signs.

Ensure that the ticket price signs, tents with item, donor, value are prepared, silent auction sheets have been created for all those larger items (i.e., test kits, items valued over $150 and given by publishers).

Purchase raffle tickets.

Wednesday Night prior to Conference

Present committee report to Executive Board—ask for additional student volunteers.

Thursday of Conference

Place cash in safe for the night.

Seek help, break down display and lock in storage room.

Promote sales during breaks, lunch and have someone available at all times to oversee items and make sales.

Set up Display for first day—ensuring correct labeling for items and value. Set up separate table for university items, regional baskets, Department 56 items and place all publisher items on the table behind which the ticket seller sits.

On silent auction items determine beginning bid and minimum bid and post on sheets.

Collect all items from confirmed donors.

Friday of Conference

Set up Display for last day of sales—7:30 a.m.

Lunch on Friday of Conference

Clean up raffle area.

Count money, give final count to Director of Operations for deposit at The Columbus Foundation.

Announce totals/ distribute donations to winners.

Organize items in hallway—pulling silent auction sheets, drawing tickets, and recording winner's name to item and inventory sheet.

Gather volunteers for walk-through attendees who've been released for lunch in order to elicit final sales.

Announce 5-minute count-down for silent auction.

Continue to sell tickets and promote sales by updating approximate totals.

Review all gathered documents in order to identify best fund raising items and noting large donors for TOSP.

Following Fall Conference

Submit TOSP article with summary of raffle and winners

Confirm with The Columbus Foundation that monies were deposited and any outstanding payments for silent auction items have been made.

Late November—Early December

Write and mail thank you letters to publishers, universities and regional presidents.

I. Independent Practice Committee

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

To address the professional needs of Association members in independent practice.

Function:

1. To survey the membership periodically regarding the need for information and resources about independent practice;

2. To educate the membership about the establishment and maintenance of independent practice;

3. To submit articles to *The Ohio School Psychologist* about issues impacting the independent practice of school psychology.

J. Public Relations and Community Services Committee

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

To increase public awareness of the role and function of school psychological services, special education opportunities, and promote an awareness of the physical and emotional needs of students.

Function:

1. To provide a link between the public and the profession and practice of school psychology using such media as radio, Internet, television public service announcements, and news releases;

2. To promote the involvement of the Association in a variety of community service initiatives and activities that serve to promote the general welfare of Ohio students;

3. To send news releases on behalf of any Association award winners;

4. To contact legislators and write news releases about National School Psychology Week;

5. To maintain copies of all correspondence, agendas, meeting notices, minutes, news release forms, committee objectives, and radio, Internet, and television public service announcements in the committee chairs' notebook which is passed from one chair to the next;

6. To promote and maintain the sale of professional literature and items designed to enhance positive perceptions inside and outside the practice of school psychology;

7. To secure a document from the current Governor of Ohio proclaiming School Psychologist Week on a date selected by the National Association of School Psychologists.

K. Spring Conference Committee

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

1. To provide opportunities to school psychologists for professional growth and development, as well as networking;

2. To promote and provide professional development and training opportunities (e.g., speakers/presenters Association conferences)

for Association members and other guests. This may be done in collaboration with other professional organizations (e.g., the Ohio Inter-University Council for School Psychology);

3. To collaborate with the Fall Conference Committee to align professional development activities with the long-term strategic vision of the Association's Executive Board;

4. To coordinate continuing education credit, as needed, for Association members.

Monthly Co-Chair Activities

June

Develop and upload committee report for Summer Executive Board meeting.

July

Attend Executive Board meeting and deliver a report on outcome of previous conference in terms of finances, evaluations, and any other aspects that require discussion.

Draft and submit a "Save the Date" article for the TOSP regarding the up-coming Conference. This is due at the November Executive Board meeting for publication in November.

August

Communicate with upcoming primary speakers to get agreement for a 5-6 question interview to be published in TOSP as a promo. Design questions, work to get responses. This is due in November but speakers need time to reply. Based on the topic to be presented, make up 5 questions related to the objectives.

Communicate as needed with committee members regarding timelines for planning initiatives regarding future conferences or logistics for upcoming Spring conference.

September

Hold first committee meeting. (This may be done in summer.)

- Bring to first committee meeting past program brochures and a list of topics of interest for the forthcoming conferences which have been received by contacting members from regional affiliates. Also, use the evaluations from the previous conference for ideas.

- Have committee members bring a list of topics from each of their regions to the first meeting.
- Select major speakers to contact – many have been decided on the year before.

November

Have second committee meeting. This is usually held at the Fall Conference.

Attend and report at Executive Board meeting.

Dates and information for Conference should be posted on website and listserv this month. Check with webmaster.

Communicate with office to make sure they have confirmed all ancillary activities that need to be edited to appear in conference print materials. If one of the presenters is promoting a book, make sure cost to OSPA is known so a pre-order price can be set. Revisions to registration materials will start in January.

Revise and submit conference registration The submission deadline is Jan. 1.

December (usually Saturday)

Schedule planning activities and facilitate meeting. Engage leadership and committee members in a process to prioritize content; generally discuss speakers.

Begin to work on the program brochure mock-up. CEOtypes draft of brochure.

January

Program is typed by the CEO. Use previous years' program brochures as guides.

Proof the brochure several times.

Consulting with association staff in securing conference venue as needed.

Begin process for future conferences of vetting and contacting speakers in order of committee input and co-chair insight.

Develop and upload committee report for Executive Board meeting.

Post Fall Conference speaker interviews on website and send messages to members.

Post conference registration on OSPA website; announce to members via various methods.

February

Work with OSPA office regarding coordination of events surrounding announcement of the opening of registration.

Registration will open annually 8 weeks prior to the close of the hotel room block and the Early Registration window.

Communicate with PR committee to determine who will post where regarding registration opening.

Attend Executive Board meeting and provide updates regarding planning.

Complete selection of speakers and send confirmation letter with details, including contract.

For upcoming conference, confirm with office that any special events are happening such as wine tasting, awards, committee meeting schedule. Confirm with office that ODE rep has been contacted and that IUC, Ethics, Intern events are all set. Need this information so that the daily schedule can be edited in March.

March

The Director of Operationsr and Association office are responsible for the following:

- Mailing or e-mailing all conference material/brochures
- Notifying the presenters of their room assignments and listing their AV needs. The office will send brochures to all presenters.

Edit table top schedule and send to OSPA for printing.

Communicate with speakers as needed to remind them of the Oct.4 deadline to get electronic copy of handouts to OSPA.

Make sure office in in touch with any other conference (exhibitors, NASP delegate, PR committee, Scholarship) regarding logistics and needs.

Post reminders and send emails about deadlines for hotel registration, and discounted registration rates.

April

Early in month, reach out to speaker(s) to confirm schedule, make sure we have arrival set, equipment ordered, etc. Invite speakers to dinner if arrival works for that.

Continue to monitor registration and promote via social media.

Confer with President and Awards and Scholarship Chairs about schedules during lunch.

Finalize plans with hotel. Work with office to check function sheets carefully for errors.

Draft and upload committee report for Executive Board meeting

Collect handouts the presenters wish to have reproduced. It is easier to have presenters send their handouts to the Association office. The materials will need to be reproduced this month.

Make a list of AV needs and rooms in which they will be needed at the hotel.

Schedule duties for the committee members for the conference.

At the Conference

Attend Executive Board meeting on Wednesday.

Work registration.

Introduce Speakers, cover housekeeping and to do list (checklist).

Distribute and collect forms, evaluations, and CE forms.

Review thank you letters to speakers.

Discuss site selection as needed.

Keep in touch with office on post-conference issues.

Spring Conference Poster Session Timeline

November

Submit Call for Posters to TOSP (publication).

Submit Call for Posters to Webmaster (online, with link to application).

December

Send application to individuals as requested.

January

Send application/call for posters to University program chairs for distribution to students/interns.
Send application/call for posters across OSPA listserv.
Send congratulatory e-mails to accepted presenters (rolling basis from now through March).

February
Send reminder e-mail across listserv with attached application form.
Send congratulatory e-mails to accepted presenters (rolling basis through March).

March

Close submission at end of the month.
Send preliminary presenter numbers to Rachel Chilton for conference layout preparation.
Send congratulatory e-mails to accepted presenters (rolling basis through end of the month).
Send GROUP e-mail to all presenters with poster session information (time, location, provide own stand, no hanging items on walls/windows, etc.).

April

Collate all abstracts and presenter information for handout at Spring Conference.
Send group e-mail to presenters to proof abstracts with deadline.
Send finalized abstracts/presenter information to Director of Operations for printing prior to the conference.
Finalize layout and assign tables for presenters (some will cancel up to the day before the conference).
Create and print ballots for Best Presentation (voted on during Poster session).
Tally voting and send results ASAP following poster session to Awards Co-Chairs for presentation during Friday of the conference (typically at lunch).

May/June/July

Send submitted TOSP manuscripts, biographies, and headshots to TOSP Associate Editor for proofing (will be sent on to Editor following proofing).

Follow up with presenters interested in publication that didn't submit manuscripts through OSPA board meeting in July.

L. Technology Committee

Composition:

The committee should consist of at least one (1) member from each region.

Purpose:

To promote the incorporation of technology into Association functions and general professional practice, facilitate electronic communication, coordinate with other Association committees to enhance membership and disseminate information to Association members, potential members and/or the general public.

Function:

1. To manage the Association website, listserv and social media resources;

2. To advise the Association in selecting appropriate equipment, software, and other technological support services;

3. To coordinate with Membership and Elections Committee Committee to enhance Association membership by procuring and analyzing recruitment data and facilitating communication with current and potential members;

4. The Chair of this committee shall be identified as the Association's webmaster. Portions of these duties may be delegated by the Chair to committee members.