



***Kentucky Association for  
Psychology in the Schools  
(KAPS)***

***Operations Manual***

2015

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## **KAPS Operations Manual**

Throughout the body of this Operations Manual, the Kentucky Association for Psychology in the Schools will be referenced as “the Association.”

### CHAPTER I. PURPOSES

In keeping with the Association’s mission statement and core values, the purposes of the Association, not for profit, shall be to:

- a. provide the highest services to the children of Kentucky through the collaboration of professionals sharing knowledge, experience, research, and accountability.
- b. promote and maintain the highest standards of ethics, training, legal, and professional practices in psychological services in the schools of Kentucky.
- c. advance education and mental health through psychological research and the dissemination of professional ideas.
- d. serve the mental health and educational needs of students and to assist in the development of sound educational practices for the total school program.
- e. study issues and provide recommendations for the organization and administration of school psychology and professional practices.
- f. promote school psychologists and the unique expertise they offer to educational systems within school communities, related professional organizations, and the public.
- g. encourage and support legislation pursuant to the above purposes.

### CHAPTER II. EXECUTIVE COUNCIL

#### Section 1. Voting members

Each voting member shall have one vote, regardless of the number of voting positions held.

- a. Officers
- b. Regional Representatives
- c. Chairs of standing committees

#### Section 2. Non-voting members

- a. NASP delegate
- b. Regional Co-representatives
- c. KAPS historian/archivist
- d. Newsletter editor
- e. Liaisons

#### Section 3. Roles and responsibilities

Responsibilities and timelines specific to each Executive Council position are detailed in Appendix 1.

### CHAPTER III. FINANCES

#### Section 1. Financial institutions

The financial institution(s) used by the Association shall be at a location of convenience and selected by the Treasurer. The Treasurer shall consider ease of access, availability of online banking, and account fees when considering a change in financial institution(s). Due to the frequent transitions of officers and other members who may be granted access, preference should be given to institutions with multiple statewide locations over those with locations limited to a smaller geographic region. Notification of a change in financial institution(s) must be reported to the Executive Council.

#### Section 2. Authority for financial commitment

Authority for financial commitment shall be as follows:

- a. The authority of elected officers, committee chairpersons, and other Association leadership positions to arrange financial commitment of the Association shall be restricted to the activity of their respective offices/positions and to the approved budget for that office/position, as voted on by the Executive Council.
- b. Any budget changes between categories shall require the approval of the Executive Council.
- c. Only the Executive Council, by majority vote, may authorize the commitment of Association funds for legal services.
- d. The Treasurer and President shall be designated as signatories on the money accounts held/maintained by the Association. Other signatories may be added as deemed appropriate by the Treasurer and the President for the purpose of conducting Association business.
- e. When the Treasurer is designated as the payee of a check drawn on Association accounts, the President shall sign the check.

- f. All income and expenditures of KAPS shall be conducted with the Treasurer's knowledge.
- g. The Treasurer shall receive a copy of monthly statements from those institutions where the Association money accounts are maintained. The Treasurer shall make these statements available to the President at each Executive Council meeting or upon request.
- h. Use of Association finances as payment for services will be handled on an Executive Council approved contractual basis.

### Section 3. Reimbursement

All cases of Association reimbursement to members require the completion of a "Standard Invoice" form that is available from the Treasurer. Expenses incurred by members in satisfaction of their elected/appointed Association leadership duties are eligible for reimbursement pending Executive Council approval and proper submission of "Standard Invoice" form accompanied by receipts or other acceptable proof of purchase/expenditure. All requests should be submitted within 90 days of the expenditure. All completed forms are to be maintained for at least a one-year period by the Treasurer.

### Section 4. Travel reimbursement

Travel reimbursement, as appropriate, will be made at the state rate effective at the time of travel (listed at <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>).

### Section 5. Budget

The Fiscal Advisory Committee (FAC), chaired by the Treasurer, will develop an annual budget that supports the Association's strategic plan. The Treasurer should report the proposed annual budget and the end-of-the-year financial report to the Executive Council at the first scheduled Council meeting of each new fiscal year. The Treasurer should prepare a report of the current Association financial status for each scheduled Executive Council meeting.

### Section 6. Audit

An annual audit of the Association's financial records should be completed by an accountant in conjunction with preparation of the Association's tax return.

Section 7. Event fees

Separate fees may be charged for conferences, workshops, other continuing education events sponsored by the Association, and/or materials distributed by the organization. The specific fee shall be determined by the Chair of the Conference Committee in cooperation with the President and Treasurer.

Section 8. Indemnification

All individuals holding elected or appointed positions, employees of the Association, and such others as may be specified from time to time by the Executive Council, shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party or in which they may become involved, by reason of being or having been an officer, representative, or committee chairperson at the time such expenses are incurred, except in such cases wherein the officer, representative, or committee chairperson is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which an officer, representative, or committee chair may be entitled.

CHAPTER IV. REGIONS

Section 1. Alignment of regions

The Association regions will be aligned with Kentucky's existing special education cooperatives. In the event that the composition of those cooperatives is adjusted, KAPS regions will realign accordingly in the subsequent election cycle.

Section 2. Representation of regions

- a. Each region with at least 15 members shall be represented on the Executive Council by a Regional Representative.
- b. Regions with fewer than 15 members shall be combined for purposes of representation.
- c. The Regional Representative for a region with 30 or more members may request the support of a co-representative. This request will be considered by the Executive Council. Upon approval of the request, the co-representative will be

chosen through a special election. The election of a co-representative does not entitle that region to an additional vote.

## CHAPTER V. STANDING COMMITTEES

### Section 1. Conference

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

### Section 2. Crisis intervention

There shall be a Crisis Intervention Committee to facilitate and assist school community members in preventing and responding to crises, in order to enable schools to resume normal activities after a crisis, which would maximize educational performance.

### Section 3. Diversity

There shall be a Diversity Committee to develop a better understanding of member backgrounds and the backgrounds of others that comprise the diverse population served by the Association, recognizing that needs may vary widely due to differences in ethnicity, gender, race, religious affiliation, sexual orientation, and socio-economic level.

### Section 4. Elections and awards

There shall be an Elections and Awards Committee (EAC) to direct Association activities related to Executive Council elections and awarding of stipends, grants, scholarships, and Best Practice awards.

### Section 5. Fiscal advisory

There shall be a Fiscal Advisory Committee (FAC), chaired by the Treasurer, to direct Association activities related to budgetary items and financial decisions.

### Section 6. Government and professional relations

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

### Section 7. Membership

There shall be a Membership Committee to promote the recruitment of new members and the retention of current members.

Section 8. Online communication

There shall be an Online Communication Committee for the purpose of maintaining the website representing the Association. The committee will also disseminate online announcements and information pertinent to the Association.

Section 9. Professional standards

There shall be a Professional Standards Committee to promote appropriate ethical and professional practices.

Section 10. Public relations

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

Section 11. Strategic planning

There shall be a Strategic Planning Committee to develop, promote, guide, and measure progress toward the Association's annual goals and five-year strategic plan.

CHAPTER VI. LIAISONS AND OTHER APPOINTED POSITIONS

Section 1. KAPS may appoint a Liaison to each the following:

- a. Kentucky Association of School Administrators (KASA)
- b. Kentucky Community Crisis Response Board (KCCRB)
- c. Kentucky Department of Education (KDE)
- d. Kentucky Mental Health Coalition (KMHC)
- e. Kentucky Psychological Association (KPA)
- f. Learning Disabilities Advisory Committee
- g. University training programs
- h. Other groups as approved by the Executive Council

Section 2. Other positions



a. KAPS Historian/Archivist

The Historian/Archivist is responsible for maintaining records, artifacts, and information related to the Association and to the history of school psychology in Kentucky.

b. National Association of School Psychologists (NASP) Delegate

The NASP Delegate acts as a liaison between the Association and NASP. This position is elected through NASP and is subject to all terms and conditions put forth by NASP.

c. Newsletter Editor

The Newsletter Editor is responsible for regularly organizing, publishing, and disseminating the official news of the Association. The Editor will be a member of the Public Relations and Online Communication committees.

## CHAPTER VII. ELECTIONS

### Section 1. Nominations

- a. Nomination forms for open Executive Council positions should be distributed by April.
- b. Nominees must be current members and eligible to hold office.
- c. Nominees will be contacted by the Election and Awards committee to determine their willingness to accept the nomination.
- d. Confirmed nominees will submit a biographical statement to the Elections and Awards committee no later than May 10.

### Section 2. Ballots

- a. An online ballot for all open offices shall be created no later than May 15.
- b. The ballot shall be distributed electronically to all current members no later than May 16.

### Section 3. Voting

- a. The voting window shall be open from May 16-May 30.
- b. Winners shall be determined by a simple majority of member votes.

### Section 4. Results

- a. Election results shall be shared with nominees by June 1.
- b. Election results shall be shared with membership by June 5.

Section 5. Election schedule

- a. The following positions shall be included on the ballot in odd years: Treasurer-Elect, Secretary, Regional Representatives for WKEC, JCPS, CKEC.
- b. The following positions shall be included on the ballot in even years: President-Elect, Regional Representatives for NKCES, KEDC/KVEC, SE/SC, GRREC, OVEC.

CHAPTER VIII. AWARDS

There will be an Awards procedure developed by the EAC and approved by the Executive Council by March 31, 2016.

CHAPTER IX. SCHOLARSHIPS & GRANTS

Section 1. Jennie Ewald Memorial Fund scholarship

- a. The President will appoint a KAPS member to serve as chair of the scholarship award committee for a minimum 2-year term.
- b. KAPS membership regions will nominate a representative to serve on the committee each year. In the absence of the representative, the regional representative may select a member to serve or serve him/herself.
- c. The JES Chair will send initial notification to student members of KAPS and University representatives of the application process at the first of May of each year. The deadline for submission from applicants will be no later than June 30<sup>th</sup> of each year.
- d. The JES committee will meet and select a winner before or during the fall conference.
- e. The JES winner will be announced and awarded the \$500 scholarship during the awards luncheon at the fall conference.

Section 2. Mini-Grants

A process for funding and awarding mini-grants to Association members will be developed by the EAC and approved by the Executive Council by November 1, 2015.

CHAPTER X. STIPENDS

Section 1. NASP Public Policy Institute (PPI)

The Government and Professional Relations committee shall select two members to attend the NASP PPI each summer. Expenses related to their participation in the PPI shall be included in the budget.

Section 2. NASP Convention

a. President and President-Elect

The President and President-Elect (or Past President) are expected to attend state leadership meetings at the annual NASP convention. In the event that one or both are not able to attend, the President will appoint designee(s). A stipend shall be allocated for this purpose in the annual budget.

b. School Psychologist of the Year (SPOTY)

The School Psychologist of the Year shall be awarded a stipend to attend the annual NASP convention in the year that he/she is nominated for National SPOTY. A stipend shall be allocated for this purpose in the annual budget.

Section 3. KAPS Conference

a. Graduate students

Second year school psychology graduate students may apply for a stipend to cover the cost of attending the annual conference for one day. Application and selection procedures shall be determined by the Elections and Awards committee in conjunction with the Liaison to university training programs.

b. Conference presenters

Lead presenters for sessions at the annual conference are entitled to a stipend to offset conference registration fees. This stipend will be determined by the Conference Chair.

CHAPTER XI. BUSINESS MEETINGS

Section 1.

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

Section 2.

A quorum of 10% of the voting membership shall be required.

Section 3.

The out-going president (past president) shall introduce the in-coming president (president) to the membership and pass the official gavel of the Association. The President shall preside over the business meeting.

Section 4.

The President shall determine the agenda items, as it pertains to the business meeting. A financial report shall always be included. Any official items needed for approval by the membership shall be presented prior to the business meeting.

CHAPTER XII. USE OF LETTERHEAD

Section 1.

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

Section 2.

All letters submitted on KAPS stationery must receive approval of a majority of the voting officers prior to dissemination, excluding KAPS intra-organizational correspondence such as information letters to membership, regional representative reports, committee information updates, conference/workshop announcements, etc.

Sections 3.

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

CHAPTER XIII. MEDIA REQUESTS

Section 1.

All media requests for professional information for KAPS should be directed to the Association President, who will then determine if the request would best be handled by the chair of the Public Relations committee, some other Association member(s), or by the President.

Section 2.

The KAPS President may release to media representatives the name, address, personal and work telephone numbers, and Association leadership position (if any) of Association members designated as contact persons.

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