



# *Operations and Procedures Manual*

2009

## INTRODUCTION

This manual is designed to assist KAPS Executive Council members in the performance of the duties associated with their positions. These procedures should be helpful in providing continuity, as well as giving newly elected and/or appointed EC members an outline of the general and specific responsibilities of their respective positions. Timelines and responsible person(s) for each procedure have been included as a guideline; costs will be determined each year as part of the approved budget. The Executive Council has the authority to establish procedures through discussion and vote of the Executive Council members. A simple majority is needed to approve procedures.

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

ARTICLE I. NAME AND PURPOSE

Section 1.

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

Section 2.

The purposes of this Association shall be:

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

## ARTICLE II. MEMBERSHIP

### Section 1.

Annual dues and special assessments shall be established for each category of memberships.

### Section 2.

Eligibility for membership in the Association shall include persons meeting one of the following criteria:

- a. Professionals who are currently providing psychological services to the schools;
- b. University-based instructors involved in training graduate students to become school psychologists;
- c. Graduate students and interns currently enrolled in a school psychology training program;
- d. Persons interested in promoting the application of psychology in the schools.

### Section 3.

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

### Section 4.

There shall be four categories of members in the Association:

- a. Regular members shall be those meeting the criteria for membership as described in Article II, Section 2a & 2b.
- b. Student members shall be those meeting the criteria for membership described in Article II, Section 2c.
- c. Retired members shall be those who have previously practiced as either school psychologists or university-based instructors and at one time had met the criteria as a Regular Member.

- d. Categories A, B, and C members enjoy full privileges in the Association including the right to vote and hold office.
- e. Associate members shall be those meeting the criteria for membership described in Article II, Section 2 and are non-school psychologists (e.g. administrators, psychometrists, guidance counselors) who do not wish to be full members. Associate members receive all benefits of Regular membership except they are not eligible to vote or hold office.

### ARTICLE III. OFFICERS AND EXECUTIVE COUNCIL

#### Section 1.

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

#### Section 2.

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

#### Section 3.

- a. Officers are elected by simple majority of membership voting.
- b. The term of office for President shall be one year. In addition, one year will be served as President-Elect and one year as Past President.
- c. The term of office for the Secretary and Treasurer shall be two years with their terms overlapping. The Secretary shall be elected in odd numbered years and the Treasurer in even numbered years.
- d. No officer shall serve more than two consecutive terms in the same office.

- e. In the event that the President-Elect, Secretary, or Treasurer is unable to complete his/her term of office, a special election will be held to fill the remainder of the term. In the event the President is unable to complete his/her term of office, the President-Elect will fill the remainder of the term.
- f. No member of the organization may hold more than one elected office at a time.

#### Section 4.

An officer or member of the Executive Council may be removed from office for ethical or legal violations or dereliction of duty after a review and vote by the Executive Council.

### ARTICLE IV. COMMITTEES AND LIAISON REPRESENTATIVES

#### Section 1.

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

#### Section 2.

All Standing Committee Chairs shall be appointed by the President with the approval of the majority of the Officers. The President in conjunction with the Officers and the Chair of the Public Relations Committee shall appoint liaison representatives.

#### Section 3.

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

#### Section 4.

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

Section 5.

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 6.

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

Section 7.

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

Section 8.

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

Section 9.

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 10.

- a. There may be a liaison representative to relevant state or national organizations, including but not limited to Kentucky Psychological Association, Kentucky Association of School Administrators, Kentucky Center for School Safety, as deemed appropriate by the Executive Council. Each liaison shall be a member of both organizations.
- b. The elected NASP delegate for Kentucky will act as the liaison between KAPS and NASP.

## ARTICLE V. REGIONAL AND STUDENT REPRESENTATIVES

### Section 1.

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

### Section 2.

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

### Section 3.

One student representative from each of the state approved training programs in school psychology shall be appointed to the Executive Council by the President as recommended by the student's University Program Director and approved by the majority of the Officers. The student representative term is one year.

## ARTICLE VI. MEETINGS, ELECTIONS, VOTING

### 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 Executive Council and disseminated to each member of the Association.

### Section 2.

The Executive Council meetings shall be called by the President or by a consensus of the officers.

### Section 3.

The election of officers and representatives shall be by mail or e-mail. Decisions will be made by a simple majority of those members returning a ballot.



Section 4.

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

Section 5.

A nominee for elective office must be a member in good standing and non-delinquent in dues payment at the time of the nomination. Nominations shall be requested by mail or e-mail by April 1st of an expiring term and a ballot for election of new officers and representatives shall be sent by May 1st. Election results shall be announced by June 1st.

Section 6.

The operational year of the Association shall be from July 1st to June 30th.

ARTICLE VII. DUES

Section 1.

- a. All dues and assessments for the Association shall be recommended by the Executive Council with the approval of the membership.
- b. Separate fees may be charged for workshops, other continuing education events sponsored by the 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.

Section 2.

An individual's KAPS membership may be terminated for nonpayment of annual dues. Membership dues must be paid within three months of the due date of July 1st or the benefits of membership shall lapse and the person's name will be deleted from the Association's mailing list.

Section 3.

An individual's KAPS membership may be terminated for violation of the National Association of School Psychologist (NASP) written code of ethics, which KAPS

approved as reasonable and acceptable standards of professional practice. This termination shall occur via a two-thirds majority vote of the Executive Council following a reasonable and detailed presentation of relevant information from the Professional Standards Committee.

#### Section 4.

All members are granted protection via the right of appeal.

### ARTICLE VIII. 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 Executive Council approval prior to dissemination, excluding KAPS intra-organizational correspondence such as information letter 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.

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

## ARTICLE XI. FINANCES

### Section 1.

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.
- b. Any budget changes between categories shall require the approval of the Executive Council.
- c. Only the Executive Council, by majority vote, may authorize the commitment of Association funds for legal services.
- d. The Treasurer and President shall be designated as signatories on the money accounts held/maintained by the Association.
- e. When the Treasurer is designated as the payee of a check drawn on Association accounts, the President shall co-sign the check.
- f. All income and expenditures of KAPS shall be conducted with the 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 2.

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 3.

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 4.

An annual audit of the Association's financial records should be completed.

## ARTICLE XII. ASSOCIATION PROCEDURES

### Section 1.

The Executive Council has the authority to establish procedures for the Association through discussion and vote of members of the Executive Council. A simple majority of the votes shall be needed to approve procedures. Approved procedures will be added to the Procedures Manual with the date of approval indicated.

## ARTICLE XIII. AMENDMENT PROCEDURES

### Section 1.

These by-laws may be amended after open discussion of all proposed changes at a regular meeting of the Association. A written description of the proposed changes shall be provided to all members, accompanied by a written ballot for members to vote for or against the amended by-laws. The ballot should be returned to the President. The changes in the by-laws shall require the agreement of two-thirds of those voting.

### Section 2.

These by-laws shall be reviewed at least every five years.

Adopted 12/03/1977

Revised 07/20/1979

Revised 03/01/1981

Revised 10/06/1985

Revised 12/07/1987

Revised 01/01/1992

Revised 01/25/1996

Revised 09/21/2007

## OFFICE: PRESIDENT

### I. Term of Office

The office of President is assumed one year after receiving majority vote of KAPS members for the position of President-Elect. The President's term is for one year.

### II. General Responsibilities

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

### III. Specific Responsibilities

#### Objective/Activity: Election of new officers and regional representatives

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Solicits nominations for offices from the membership through announcement in the spring newsletter, posting on the website, and direct contact through e-mail with members	April 1st deadline for nominations	Newsletter Editor Webmaster
Makes personal contact to individuals who have been nominated and confirms their willingness to run.	Prior to April 1st	
Requests campaign statements from each individual	April	
Prepares ballots including campaign statements for distribution through mail, either e-mail or postal mail	May 1st	
Has members return ballots with signatures, via e-mail, US postal service, or other validated collection method (Survey Monkey).	May	Members
Tallies votes, checking for accuracy of vote (only current KAPS members voting, only one ballot for each member, member voting in correct region)	May	
Contacts winners by phone, e-mail or mail; announces results to members on the website and by e-mail	June 1st	Webmaster

**Objective/Activity: Directs the Revision of KAPS By-Laws**

<i>Specific Procedures to Meet Objectives</i>	<i>Timeline</i>	<i>Others Involved</i>
Reviews and revises By-Laws, based upon discussion and vote by the Executive Council	At least every five (5) years	Officers
Provides copies of proposed changes to the membership for review prior to the general business meeting		
Conducts discussion of proposed changes at KAPS EC meeting and general business meeting		
Makes revisions to proposed changes as advised at the EC meeting and business meeting		
Prepares written description of proposed changes including revisions and sends to membership for vote; includes ballot for voting		Secretary
Allows a minimum of two weeks for return of ballots		
Tallies votes; change requires two-thirds of those voting to be passed		
Types revised By-Laws for KAPS file and website		Secretary

**Objective/Activity: Presides over meetings and supervises KAPS affairs**

<i>Specific Procedures to Meet Objectives</i>	<i>Timeline</i>	<i>Others Involved</i>
Presides over all EC meetings <ul style="list-style-type: none"><li>• Determines dates, times, and location of meetings</li><li>• Arranges for meeting space</li><li>• Sets an agenda for meeting and sends to EC members prior to meeting</li></ul>	Usually 3-4 meetings a year	
Presides over general business meeting	Once per year	
Appoints committee chairs after consulting with KAPS officers and current chairs	Yearly	
Establishes temporary committees as necessary to address specific concerns	As needed	
Consults with officers and committee chairs to ensure that all are meeting responsibilities and following KAPS operations and procedures	Ongoing	
Approves financial commitments for conference	Ongoing	Treasurer
Files Annual Report to the State Attorney General's Office	June	
Schedules, publicizes, and facilitates regional trainings as circumstances allow	Ongoing	Region Reps Treasurer
Disseminates the "KAPS Review" newsletter to Region Representatives via electronic format for their distribution to all KAPS members in their region. (Ensure all distribution lists are updated).	Predetermined date of publication (3 times per year)	Region Reps



## **OFFICE: PRESIDENT-ELECT**

### **I. Term of Office**

The office of President-Elect is elected by majority vote of KAPS members. The President-Elect serves one year prior to becoming President.

### **II. General Responsibilities**

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

### **III. Specific Responsibilities**

#### **Objective/Activity: Functions as the President in the latter's absence or incapacity**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Chairs EC meetings and makes administrative decisions in absence of president.	EC meetings and as needed	
If President is unable to complete term, serves as president	As needed	
Fills the unexpired term of President in the event the President leaves office early	As needed	

#### **Objective/Activity: Represents KAPS at meetings, hearings, and other functions as requested by the President**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Attends meetings and speaks on behalf of KAPS	As requested	
Informs the President and EC of proceedings from meetings	As needed	

**Objective/Activity:** Assists conference chair(s) with fall conference scheduled during term of presidency

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Reviews financial commitments for conference		President Treasurer
Makes administrative decisions as requested by conference chair		

## OFFICE: PAST PRESIDENT

### I. Term of Office

The term of the Past President is the year following his/her presidency. The Past President is a non-voting member of the Executive Council.

### II. General Responsibilities

The Past President acts as an advisor to the President and the Executive Council. This office is responsible for the nomination and the selection process for the Best Practices Awards.

### III. Specific Responsibilities

**Objective/Activity: Recognizes individuals within KAPS who demonstrate exemplary school psychological services, by presenting KAPS Best Practice Awards.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Sends a call for nominations for Best Practices Awards to the KAPS membership. Specifies categories of awards and procedures for making nominations. <ul style="list-style-type: none"><li>• Best Practice in Region</li><li>• Consultation</li><li>• Counseling</li><li>• Organizational Development</li><li>• Assessment</li><li>• Program Evaluation/Research</li></ul>	April 1 <sup>st</sup>	
Receives nominations from the membership and other interested individuals.	April 30 <sup>th</sup>	
Verifies that nominees are current paid members of KAPS, as determined by a preselected date (12/31)		
Sends e-mail or letter to all nominated KAPS members, announcing their nomination and requesting that they submit documentation to the area of award nominated.	May 1st	
Receives documentation from nominated individuals.	May 31st	
Copies all submitted documentation. Sends copies of all materials to each Regional Representative and requests individual ratings on a five-point scale for each proposal in each award category.	Two and a half months prior to annual conference	Region Reps

Receives all ratings from Regional Representatives. Pools ratings to obtain global score for each proposal.	Two months prior to annual conference	
Forwards the documentation of winners in five Best Practice categories to KAPS officers to choose School Psychologist of the Year. Has each rank award winners from 1 to 5.	One and a half months prior to annual conference	President President-Elect Secretary Treasurer
Receives all ratings from officers and pools ratings to determine global score.	One month prior to annual conference	
Submits names of award winners to President along with names of all nominees.	3-4 weeks prior to the annual conference	
Submits bids for printing of awards to Treasurer for financial approval	One month prior to annual conference	Treasurer
Has awards and certificates of recognition printed.	2-3 weeks prior to annual conference	
Presents awards and certificates of recognition at the KAPS conference.	Annual conference	

## **OFFICE: SECRETARY**

### **I. Term of Office**

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

### **II. General Responsibilities**

The secretary is responsible for taking, maintaining copies, and disseminating Minutes of all KAPS meetings. The secretary also maintains stationery, envelopes, and other materials related to correspondence.

### **III. Specific Responsibilities**

#### **Objective/Activity: Types, disseminates, and obtains approval for EC meeting minutes**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Records information during meetings	EC meeting	
Types minutes from notes	ASAP following meeting	
E-mails minutes to EC for proposed changes	Two weeks before	
Presents minutes at EC meeting	EC meeting	
Records corrections made at meeting	EC meeting	
Corrects minutes and places in KAPS binder	ASAP	
Maintains binder with all EC minutes	Ongoing	

**Objective/Activity: Prints and disseminates KAPS stationery**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Provides digital logo to all EC members	As needed	
Orders and disperses stationery	As needed	
Takes supplies to EC meetings for dispersal	EC meeting	

**Objective/Activity: Prints Certificates of appreciation, membership**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Orders copies as requested	As needed	
Sends copies to person who made request	ASAP	

## **OFFICE: TREASURER**

### **I. Term of Office**

The office of treasurer is elected by majority vote. The treasurer's term is two years.

### **II. General Responsibilities**

The treasurer is responsible for all financial matters of the association including the collection and disbursement of funds. The treasurer maintains an accurate financial record of the association. The treasurer is responsible for maintaining bank ledger, QuickBooks, debit card, and arranging for tax preparation and filing.

### **III. Specific Responsibilities**

**Objective/Activity: Maintains bank ledger, QuickBooks, and debit card in which KAPS deposits and expenditures are recorded on an ongoing basis**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains a bank ledger <ul style="list-style-type: none"><li>• Passes ledger to next Treasurer</li><li>• Monitors and balances accounts</li><li>• Reports balances at EC meeting</li></ul>	Ongoing	
Arranges for an annual financial review of records by independent accountant	Fall	

**Objective/Activity: Dispenses reimbursements to KAPS members for KAPS related expenditures and to other persons/vendors who provide services to KAPS**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Pays (issues checks) expenses incurred on behalf of KAPS	Timely manner	
Consults EC prior to any major expenditures not included in budget	EC meetings	

**Objective/Activity: Serves as a voting officer on KAPS Executive Council**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Attends EC meetings, discussing and voting on issues	EC meetings	
Monitors expenditures as they relate to KAPS' financial status and committee budgets	EC meetings	
Reports proposed budget at first scheduled meeting of new fiscal year	First EC meeting	
Provides current financial statement at each EC meeting	EC meetings	

**Objective/Activity: Ensures that taxes are filed annually**

<i>Specific Procedure to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains QuickBooks on laptop	Ongoing	
Submits flash drive or emails QuickBooks account information to accountant for tax preparation and annual financial report	Fall – no later than October 15 <sup>th</sup> each year	
Reviews prepared tax returns, signs, mails, maintains copy in KAPS file	By November 15 <sup>th</sup> of each year	



## MEMBERSHIP COMMITTEE

### Objective/Activity: Membership recruitment

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Solicits members through e-mail, newsletter, and website announcements	Several times during year	Regional reps Webmaster Editor
Sends follow-up e-mails to current members as reminder to renew	Spring	
Updates membership application form and provides for website	No later than April 30	Webmaster

### Objective/Activity: Membership Directory

Maintains and organizes list of current membership in Access and/or Excel	Ongoing	
Prepares KAPS membership directory and disseminates to membership electronically	Winter	

### Objective/Activity: Membership mailing list and labels

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains mailing list denoting membership and VIP's	Ongoing	
Prints labels and distributes as requested	As needed	

## GOVERNMENT & PROFESSIONAL RELATIONS COMMITTEE

**Objective/Activity: Monitors legislative activity.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Provides KAPS Operations and Procedures for the Committee members	Summer	
Identifies and networks with legislative chairs of other professional organizations and works cooperatively to monitor mutual concerns	Ongoing	KAPS EC liaisons President
Subscribes to the Interim Legislative Record; obtains copies of bills as needed	Ongoing	Chair/Designee
Disseminates information to members in a timely fashion	Ongoing	Chair/Committee President
Establishes contact with key individuals at the State Department of Education	Ongoing	Chair/Committee
Subscribes to the relevant e-mail communications from NASP	Ongoing	Chair/Committee

**Objective/Activity: Participates in and directs GPR activities as they pertain to the development of major legislation**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Determines and approaches appropriate sponsors for bills in legislature	6 months prior to legislative session	Officers
Assists with drafting of bill as appropriate	As needed	Liaisons Officers
Lobbies legislators as needed through the following tactics: direct contacts, appearances as witnesses at committee hearings, dissemination of written information to legislators, sponsorship of social functions at which attendance of legislators is sought	Ongoing	KASA Liaison
Supports or resists legislation introduced by other groups depending on its relationship to KAPS platform	Ongoing	Members

**Objective/Activity: Influences legislation and communicates with the membership regarding pertinent legislation.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Sets KAPS legislative priorities and informs members and other organizations of legislative priorities	Ongoing	Chair/Committee President
Provides members with up-to-date substantive information about the legislative process	Ongoing	Chair/Committee
Utilizes web communication and/or regional reps to inform members about legislative issues	Ongoing	Chair/Committee Webmaster Regional reps
Represents KAPS in government and professional contacts as approved by KAPS leadership	Ongoing	KAPS President Chair/Designee
Provides periodic legislative reports to members	Ongoing	Chair/Committee
Develops position papers to influence public opinion	Ongoing	KAPS EC
Works cooperatively with other organizations to accomplish mutual legislative goals	Ongoing	Chair/Committee KAPS EC Liaisons

## PROFESSIONAL STANDARDS COMMITTEE

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

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Ethical question is raised.	Ongoing	KAPS member Non-member
Requests written summary of ethical issue from the initiator.	Upon receipt of complaint	Chair/Designee
Formulates a written reply citing specific NASP Principles for Professional Ethics and APA Ethical Principles of Psychologists and Code of Conduct.		Chair/Designee
Sends copies of original inquiry to all members of the Professional Standards Committee.		Chair/Designee
Schedules meeting of Professional Standards Committee if initiator requests a review based on dissatisfaction with written reply.		
Writes a summary of the review.		
Sends review to initiator and all members of the Professional Standards Committee.		
Sends copies of inquiry and review to Executive Committee who may make recommendations.		

**Objective/Activity:** Processes informal and formal complaints of misconduct.

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
When appropriate, encourages a professional who inquires about a possible ethical violation to discuss suspected violation with the other party to secure his/her cooperation to refrain from those practices and/or make corrections if needed. When suspected violations of ethical and professional standards cannot be resolved between the two professionals or the ethical violation is severe, a formal ethical complaint is submitted to the Chairperson of the Professional Standards Committee of KAPS.	Ongoing	

Receives signed, written statement outlining details of the ethical complaint.		
Determines if respondent is a KAPS member. If not a member, the complainant is so advised and, when appropriate, referred to other agencies and/or associations who would have authority in the matter.	Within 15 days of receipt of written complaint	
<p>If respondent is a KAPS member, sends respondent details of the complaint against him/her and notice of action that includes one of three actions:</p> <ul style="list-style-type: none"> <li>• Notify the complainant and respondent that the alleged misconduct would not constitute an actual violation of the KAPS principles.</li> <li>• Ask for clarification and/or additional information from the complainant if insufficient to determine appropriate course of action.</li> <li>• Direct a letter and advise the complainant that the complaint will be investigated by the Professional Standards Committee.</li> </ul>	Within 15 days of receipt of written complaint	
Asks complainant to sign release authorizing that his/her name be released to the respondent. Refusal to sign release may serve as a basis for forfeiting the complaint process.	Within 15 days of receipt of written complaint	
Determines whether complaint should be dropped or continued.		Committee
If complaint will be investigated, informs respondent in writing, marked "Confidential," of the details of the complaint against him/her. The letter shall describe the nature of the complaint, indicate the principle(s) that appear to have been violated, and request respondent's cooperation in obtaining information concerning the alleged violation. The letter will include the name of the complainant if permission has been obtained.		
Requests a reply from the respondent within 20 days outlining his/her view of the situation.		

## PUBLIC RELATIONS COMMITTEE

### **Objective/Activity: Organizes and publicizes School Psychology Week in Kentucky.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Updates proclamation with changes in dates and names to coincide with National School Psychology Week usually held in November. Calls the Governor's office to notify of the intent and request a photograph session with the Governor as the proclamation is signed.	Fall	
Attends photo session with the Governor (if provided) and obtains proclamation. Sends copy of proclamation to newspaper with a brief article of announcement of School Psychology Week.	Fall	Chair/Designee
Selects key KAPS members to solicit similar proclamations from their city/county officials. Provides members with a copy of the Governor's proclamation if available. Encourages them to seek photo sessions and publicize through their local newspaper.	Fall	Chair/Designee

### **Objective/Activity: Publicizes conference.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Contacts radio and television stations in vicinity of the conference site, first through letter and then by telephone.	2 months prior to conference; ongoing	
Arranges for announcement of conference on KAPS website and listserv.	Ongoing after dates of conferences have been determined	Chair/Designee Conference Chair
Publicizes conference through newspaper, listservs, school district newsletters, and other publications.	2 months prior to conference; ongoing	Chair/Designee

**Objective/Activity: Stocks and disseminates KAPS publicity items.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains stock of School Psychology pamphlets. Disseminates upon request and at conferences.	Fall	
Offers KAPS items for use as promotional items at other organizations' conferences, meetings, or events.	Ongoing	Chair/Designee
Orders KAPS promotional items for Fall Conference as requested.	As needed	Treasurer Conference Chair

## CONFERENCE COMMITTEE

**Objective/Activity: Develops and conducts KAPS fall conference**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
<p>Chooses conference site (which includes accommodations for members, varied sizes of meeting rooms, banquet facility, room for EC meeting, hospitality suite, etc.)</p> <ul style="list-style-type: none"> <li>• Determines city for conference</li> <li>• Contacts 3-5 area hotels and solicit bids</li> <li>• Contacts city's visitors' bureau for assistance</li> <li>• Tours facilities</li> <li>• Confers with co-chairs, President, and President-elect</li> <li>• Signs contract specifying terms of agreement with hotel</li> </ul>	Fall of year preceding conference	
<p>Determines theme for conference</p> <ul style="list-style-type: none"> <li>• Requests input from membership (through evaluation at past conference or newsletter)</li> <li>• Confers with President</li> </ul>		President
Selects conference committee to assist with planning of conference	Up to one (1) year prior to the annual conference	
<p>Selects speakers</p> <ul style="list-style-type: none"> <li>• Surveys EC and membership for suggested speakers</li> <li>• Reviews NASP speakers' bureau for possible speakers</li> <li>• Contacts primary speakers by letter, telephone, and/or e-mail</li> <li>• Consults with treasurer regarding budget</li> </ul>	Fall/Winter/Spring	Treasurer  Committee members
Presents conference schedule to officers	One month prior to annual conference	
Secures location and time at the conference for the EC meeting and regional meetings		



Re-confirms speakers <ul style="list-style-type: none"> <li>• Secures presentation titles and abstracts</li> <li>• Clarifies enumeration (travel, honorarium, food, hotel, etc.)</li> <li>• Specifies A/V equipment needs</li> <li>• Sends contracts</li> </ul>	Spring/Summer	
Re-confirms facilities <ul style="list-style-type: none"> <li>• Specifies meeting room needs including audio/visual needs</li> </ul>	3 months prior to annual conference or according to signed facility contract	
Develops and disseminates registration materials <ul style="list-style-type: none"> <li>• Secures and organizes registration materials (President's address, speaker topics and times, fee schedules, information about dues, introductory material about primary speakers)</li> <li>• Arranges for typing and duplication</li> <li>• Secures addresses for KAPS members and other relevant groups such as KPA</li> <li>• Distributes materials</li> </ul>	At least 6 weeks prior to conference	Committee members
Organizes system for tracking fees (registration, hotel, dues, etc.) from KAPS members and coordinates with Treasurer and hotel reservations coordinator	At least 6 weeks prior to conference	Treasurer  Committee members
Develops conference packet <ul style="list-style-type: none"> <li>• Compiles materials for packet (agenda, evaluation form, welcome, maps, nametags, notebooks, etc.)</li> <li>• Arranges for typing and duplication of printed material</li> <li>• Collates materials and organizes for distribution</li> <li>• Arranges for local school psychologists or other volunteers to aid in distribution of material at conference</li> </ul>	3-4 weeks prior to conference	Committee members
Re-confirms facilities <ul style="list-style-type: none"> <li>• Provides most recent count</li> <li>• Discusses recent changes</li> <li>• Continues to provide updated numbers of registrants to hotel</li> </ul>	Two (2) weeks prior to conference	

<p>Facilitates registration, presentations, luncheon, etc.</p> <ul style="list-style-type: none"> <li>• Checks with hotel representative to ensure accurate count for guest rooms, EC meeting, etc.</li> <li>• Organizes registration materials and provides orientation for individuals assisting with registration</li> <li>• Checks all rooms to ensure adequate set-up (equipment, chairs, etc.)</li> <li>• Sets up a message center or procedure</li> <li>• Arranges for treasurer to handle money and settling of account with hotel</li> </ul>	<p>One (1) week prior to conference</p>	<p>Committee members</p> <p>Treasurer</p>
<p>Follow-up</p> <ul style="list-style-type: none"> <li>• Compiles statistics (attendance per day, rooms, etc.) for next year's chair</li> <li>• Summarizes evaluations</li> <li>• Writes thank you notes to speakers and hotel representative</li> <li>• Sends all notes and materials to next year's chair</li> </ul>	<p>Within four (4) weeks of conference ending</p>	

## NEWSLETTER COMMITTEE

### Objective/Activity: Publication of the KAPS Review

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Establishes editorial policy statement for the newsletter	Summer	EC Editor
Establishes timelines for: receiving materials for inclusion; editing and typing; getting final copy for publication	Summer	Editor
Mailing List update (membership, VIP)	Oct/Jan/Apr	Membership chair
Solicits articles for newsletter <ul style="list-style-type: none"> <li>• President's Message</li> <li>• Executive Committee minutes</li> <li>• Regional Reports</li> <li>• Editor's notes</li> <li>• Announcements</li> <li>• State DOE News</li> <li>• NASP news</li> <li>• Articles</li> <li>• Student Trainer Items</li> <li>• Committee Reports</li> <li>• Include Photos</li> </ul>	Sept/Dec/Mar	Editor Officers Regional Reps Gen. Membership State Consultant NASP Articles University contribution Committee Chairs & Liaisons
Publishes Newsletter <ul style="list-style-type: none"> <li>• Sends out reminder of submission deadline</li> <li>• Receives articles and contributions via email</li> <li>• Arranges materials for publication</li> <li>• Reviews/edits materials</li> <li>• Edits final copy</li> </ul>	Oct/Jan/Mar  Nov/Feb/Apr	Editor President President
Public Relations <ul style="list-style-type: none"> <li>• Responds to phone calls, emails, and mail related to newsletter</li> </ul>	As needed	Editor

## ONLINE COMMUNICATION COMMITTEE

**Objective/Activity: Maintains the KAPS website and disseminates online communications pertinent to the organization**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains and updates KAPS website	As needed	
Updates Training Opportunities calendar	Ongoing	
Creates Fall Conference web pages	Spring/Summer	Conference Chair
Creates Regional Training web pages	As needed	President
Maintains kapsonline.org domain name	Annually	Treasurer
Updates legislative information pages	As needed	GPR Chair
Updates School Psychology Resources pages	As needed	
Advertises the use of the KAPS listserv and website	As needed	
Answers website support questions	ASAP	
Maintains website hosting	As needed	
Creates and disseminates organizational alerts	As needed	
Monitors traffic on KAPS website using Google Analytics	Ongoing	
Maintains KAPS historical archives	Ongoing	

## REGIONAL REPRESENTATIVE

### I. Term of Office

The regional representatives are elected by a simple majority of voting members working or residing in their respective regions. The representatives are elected for a two-year term.

### II. General Responsibilities

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

### III. Specific Responsibilities

**Objective/Activity: Maintains list of KAPS members working or residing in their region.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Obtains list of region members from membership chair.	Fall	Membership Chair
Obtains mailing address, e-mail address, and telephone numbers for region members.	Fall	Membership Chair
Develops and maintains a contact list of non-member school psychologists working or residing in their region	Ongoing	Membership Chair

**Objective/Activity: Communicates with regional members on a regular basis as a way of disseminating information to members and giving region members a voice at Executive Council meetings.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Serves as hub of communication network for the region.	Ongoing	
Schedules meetings as needed to discuss issues.	Fall	
Attends Executive Council meetings and shares regional reports. Presents issues from region members.		
Serves as regional reporter to the newsletter.	Sept/Dec/March	
Disseminates the "KAPS Review" newsletter in electronic format to all members in region after receiving it from the President. (Ensure distribution lists are updated). Provides printed copies of newsletter at member request.		

**Objective/Activity: Encourages involvement of region members in the operation and activity of KAPS.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Facilitates professional development workshops on a regional basis.	Annually	President
Encourages new memberships, committee membership, and participation through regular communication.	Ongoing	
Solicits nominations and participates in selection of Best Practice Awards.	Spring	

## STUDENT REPRESENTATIVE

### I. Term of Office

One second-year student representative from each of the state approved training programs in school psychology will be appointed by the President as recommended by the student's University Program Director and approved by the majority of officers. The term is for one year.

### II. General Responsibilities

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

### III. Specific Responsibilities

**Objective/Activity: Keeps students informed of relevant issues and brings concerns of students to Executive Council.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Maintains a current list of graduate students enrolled in school psychology programs.	Ongoing	
Obtains mailing address, e-mail address, and telephone numbers for graduate students.	Ongoing	
Corresponds with students regarding relevant information.	Ongoing	
Meets annually at the KAPS conference with student members from respective program.	Fall	
Encourages and recruits student membership	Ongoing	
Serves as student reporter to the newsletter.	Sept/Dec/Mar	

**Objective/Activity: Encourages student involvement in KAPS.**

<i>Specific Procedures to Meet Objective</i>	<i>Timeline</i>	<i>Others Involved</i>
Sends membership applications to students with cover letter.	Fall	
Sends list of KAPS committees asking for their interest/involvement.	Fall	
Shares information with students about presenting research at the annual conference	Spring	