



**Policy Manual**  
August 2021 Revision

California Association of School Psychologists

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## BOARD OF DIRECTORS

### MEMBERS OF THE BOARD

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#### PRESIDENT

In addition to the duties outlined in the Bylaws, the President shall have the following responsibilities:

- A. In conjunction with the Executive Director, establish the agenda for all Board meetings.
- B. Ensure that minutes are taken and preserved for all Board meetings.
- C. Assist in the development of the annual strategic plan and the budget.
- D. Serve as the chair of the Finance Committee.
- E. In conjunction with the Executive Director, the Convention Chair, and the Executive Committee, plan the annual Convention.
- F. Attend (at CASP expense) the Annual Convention of the National Association of School Psychologists.
- G. In conjunction with the President-Elect and Past-President, nominate a delegate to the National Association of School Psychologists.

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#### PRESIDENT-ELECT

In addition to the duties outlined in the Bylaws, the President-Elect shall have the following responsibilities:

- A. Attend (at CASP expense) the Annual Convention of the National Association of School Psychologists.
- B. Serve as chair of the Personnel Committee.
- C. In conjunction with the Executive Director and the Executive Committee, plan and chair the Spring Institute.
- D. In conjunction with the President and Past-President, nominate a delegate to the National Association of School Psychologists.

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#### IMMEDIATE PAST-PRESIDENT

The Immediate Past President shall serve the Association in a manner which provides for smooth and effective continuity and/or transition from the activities and programs of the preceding year.

Specific additional responsibilities include:

- A. Act as Parliamentarian for all Board and Membership meetings.
- B. Update the Policies and Procedures Manual and supervise the collection of historical documents or information important to the Association.
- C. Assume such responsibilities as may be delegated by the Association President.
- D. In conjunction with the President and President-Elect, nominate a delegate to the National Association of School Psychologists.

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#### SECRETARY/TREASURER

The Secretary/Treasurer shall be responsible for overseeing the fiscal programs and activities of the Association and shall regularly report such information to the Board. In addition to the duties outlined in the Bylaws, the Secretary/Treasurer shall:

- A. Present regular financial reports to the Board of Directors.
- B. Review board meeting minutes (as drafted by staff) prior to presentation to the Board for approval.

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## REGION REPRESENTATIVES

Regional Representatives shall act as Board representatives for the interests of the members in their respective regions of the state. They shall also serve as liaison between members, Affiliates and the Board in their respective regions, acting to facilitate communication in matters of mutual interest and concern to members of their regions. In addition, they shall:

- A. Serve as a member of the Board.
- B. Represent the Association in meetings with Affiliates, while serving as a liaison to Affiliates in their region. Communicate on a regular basis with Affiliate officers and regularly attend Affiliate meetings.
- C. Facilitate and assist groups of members seeking to organize as an Affiliate. Identify new areas for the development of affiliates and provide assistance to local school psychologists to encourage this activity.
- D. Promote membership in CASP and Affiliates, and provide the Association with updates to the list of Affiliate members who are not Association members.
- E. Provide assistance and support Affiliate officers in pursuit of various projects and activities.
- F. Encourage participation in CASP committees by Affiliate leaders.
- G. Communicate on a regular and ongoing basis with the Affiliate Representative to coordinate local activities and address areas of concern to the Affiliates.
- H. Assist in recruiting qualified candidates for the Board.
- I. Contribute articles to *CASP Today* and Affiliate newsletters.
- J. Support and assist in the granting of awards to the officers and members of Affiliates.
- K. Provide support for the CASP awards and nominations processes, including promoting awards and reviewing nominations for the Nadine Lambert Outstanding School Psychologist Award.
- L. Provide liaison to specific committees as directed by the President.
- M. Carry out such other responsibilities as may be assigned by the President or the Board.

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## AFFILIATE REPRESENTATIVE

The Affiliate Representative shall act as liaison between the Board and the officers of the Affiliates.

The Affiliate Representative shall:

- A. Serve as member of the Board.
- B. Represent the Association when attending meetings of Affiliates.
- C. Preside at the annual affiliate leadership meetings and assign responsibilities as are deemed necessary to conduct the functions of the meetings. In conjunction with the Executive Director, and with the approval of the President, plan and coordinate the program content and related speakers for affiliate leadership events.
- D. Maintain ongoing communication with Region Representatives to help coordinate activities and provide assistance on projects related to the affiliate groups as a whole.
- E. Serve on committees and task forces as appointed by the President.
- F. Encourage membership in the Association.
- G. Support and develop Affiliate leadership and communicate with the officers of assigned Affiliates on a regular basis.
- H. Encourage participation in CASP committees by Affiliate leaders.
- I. Recruit qualified candidates for the CASP Board.
- J. Contribute articles to *CASP Today* and Affiliate newsletters.

- K. Gather data about the membership, leadership and operations of assigned Affiliates, in consultation with staff and the appropriate Regional Representative.
- L. Help Affiliates build membership.
- M. Coordinate exchange of information, ideas, and newsletters among Affiliates.
- N. Support and assist in the granting of awards to the officers and members of Affiliates.
- O. Coordinate an annual survey of Affiliate officers to gather information for potential topics of discussion at affiliate meetings and/or future projects.
- P. Carry out such other responsibilities as may be assigned by the President or the Board.

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## THE NOMINATION PROCESS

In addition to those requirements delineated in the Bylaws, the call for nominations shall include:

- A. Vacancies to be filled, description of the position and qualifications to be nominated.
- B. Deadline for written nominations receipt at the Association office.
- C. Procedure to verify nominees' consent to serve if elected to the office.
- D. Signature of nominating members who must be a Regular Member in good standing.

The President-Elect shall assure that each nominee shall possess the appropriate requirements for each office to be filled.

Candidates for nomination shall be contacted regarding their willingness to serve in the office of nomination by the President-Elect. Candidates are to complete the vita and return it to the Association office by the adopted deadline.

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## THE ELECTION PROCESS

For the positions of President-Elect, Secretary/Treasurer, and Regional Representative:

- A. Ballots shall be made available online and include:
  - i. Brief biographies presented in order of President-Elect, Secretary/Treasurer, (if applicable), and Regional Representatives numerically by region. If possible, photos will also be included.
  - ii. Ballot form with candidates presented in the same order as #2 above. When there are multiple candidates for a position, they will be listed on the ballot in alphabetical order by last name. A write-in opportunity for each position shall be available.
  - iii. Pertinent instructions as to the valid method for voting, the date and time that voting shall end, and any special instructions.
  - iv. The number of ballots that must be cast to constitute a quorum and any other information required by the Bylaws or Corporations Code sections 7610 - 7616.
- B. Using email addresses, membership status of voters shall be reviewed by the Executive Director and CASP office staff. Only regular members in good standing and honorary members shall be allowed to cast votes, in accordance with the Bylaws.
- C. Ballots shall be prepared by the Executive Director and shall be sent to all eligible members via electronic communication such as email.

For the office of Affiliate Representative:

- A. Each Region Representative, Affiliate Representative, and Affiliate President who is a Regular Member in good standing shall be polled for input on candidates for the position of Affiliate Representative. A written memo, from the President-Elect shall be forwarded to each eligible individual with the names and qualifications of each candidate. Eligible individuals shall be asked to make a recommendation for one (1) candidate only. This shall be accomplished in May/June of every odd-numbered year, prior to the June Board of Directors meeting.

- B. If a Regional Representative or Affiliate Representative also serves as an Affiliate President, or if an Affiliate President is not a Regular Member of the Association in good standing, the Affiliate President polling memo shall be completed by another affiliate officer who is a Regular Member of the Association in good standing. The descending order of precedence for affiliate officers other than president to receive the polling memo shall be: President-Elect, Past-President, Secretary/Treasurer.
- C. All polling information shall be forwarded to the Association President who will make a recommendation to the Board of Directors for appointment to the office of Affiliate Representative. The appointment must be ratified by the Board of Directors at its June meeting.

Nominees shall be notified of election results by the President-Elect no later than three weeks after the close of the voting. General membership shall be notified of the results and the newly elected officers and directors will be introduced in the subsequent issue of *CASP Today*. Ballots and tallies shall remain on file for inspection at the Association office in accordance with the records retention policy.

## BOARD MEETINGS

### CALENDAR

The President shall present to the incoming Board at the August meeting an annual schedule of Board meetings and the date of the annual Association business meeting for its approval.

### AGENDAS

- A. Items for inclusion on the agenda of the Board meetings and the Annual Association Business Meeting shall be submitted thirty (30) days in advance of the meeting to the President by the Board, committee chairs, liaisons, and the Association staff, using the Board Member/Committee Report Form or by submitting a request to either the President or Executive Director. The agenda shall be developed by the President, in consultation with the Executive Director. The Association office shall submit the completed agenda and related materials to the Board, committee chairs, liaisons, and at least one week prior to the Board meeting.
- B. The Board may, by motion and approval of the Board, revise the agenda order at the beginning of the Board meeting and include additional items for consideration.
- C. The agenda usually will be in this order: call to order, determination of a quorum, approval of the agenda, report from the President, report from the Executive Director, Action/Discussion Items, New Business, Old Business/General Information, Brief Review of Written Reports, and adjournment.
- D. The Board packet, the materials each board member receives prior to board meetings, will be considered confidential, and will be labeled as appropriate.

### MINUTES

- A. Minutes should be a record of what was considered and accomplished at a meeting, not a record of conversations, reports and work assignments. They should not include sidebar conversations. Minutes should indicate the place, date and time of the meeting and the names of all participants at the meeting, including persons arriving late or leaving early, guests and staff.



- B. Minutes are to be taken by a staff member, appointed by the Executive Director. Board meetings will be recorded with audio equipment and through note taking. Only the staff member appointed by the Executive Director may create audio (or video) recordings of board meetings.
- C. Minutes will be distributed within a reasonable amount of time following the meeting to the Secretary for review. After approval by the Board of Directors at the subsequent meeting, minutes are signed by the Secretary/Treasurer and preserved in CASP's files. Minutes will be available to members upon request.
- D. Drafts of minutes, notes, and audio recordings shall not be retained once the minutes are approved.

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## ATTENDANCE

- A. Attendance at Board of Directors meeting shall be as follows:
  - i. Board Members: Board members are required to attend all meetings of the Board of Directors. Any director not able to attend a meeting shall notify the Executive Director and President at least one week before the meeting.
  - ii. Committee Chairs/Specialists: Committee chairs and specialists are required to attend only those meetings identified as "Full Board meetings."
- B. The Executive Committee will determine reimbursement policies for board meetings at its June meeting for the following fiscal year. Decisions on reimbursements will depend on the financial status of the Association.

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## CONFLICT OF INTEREST POLICY

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### PURPOSE

- A. The purpose of this Board conflict of interest policy is to protect CASP's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of CASP or might result in a possible excess benefit transaction.
- B. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- C. This policy is also intended to identify "independent" directors.

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### DEFINITIONS

- A. **Interested person** – Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. **Financial interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - i. An ownership or investment interest in any entity with which CASP has a transaction or arrangement,
  - ii. A compensation arrangement with CASP or with any entity or individual with which CASP has a transaction or arrangement, or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CASP is negotiating a transaction or arrangement.

- C. **Compensation.** Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee determines that a conflict of interest exists, in accordance with this policy.
- D. **Independent Director** – A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form, which read:
- i. The member wasn’t compensated as an officer or other employee of the organization or of a related organization except as provided in the religious exception discussed below. Nor was the member compensated by an unrelated organization or individual for services provided to the filing organization or to a related organization, if such compensation is required to be reported in Part VII, Section A.
  - ii. The member didn’t receive total compensation exceeding \$10,000 during the organization’s tax year (including a short year, regardless of whether such compensation is reported in Part VII) from the organization and related organizations as an independent contractor, other than reasonable compensation for services provided in the capacity as a member of the governing body. For example, a person who receives reasonable expense reimbursements and reasonable compensation as a director of the organization doesn’t cease to be independent merely because he or she also receives payments of \$7,500 from the organization for other arrangements.
  - iii. Neither the member, nor any family member of the member, was involved in a transaction with the organization (whether directly or indirectly through affiliation with another organization) that is required to be reported on Schedule L for the organization’s tax year.
  - iv. Neither the member, nor any family member of the member, was involved in a transaction with a taxable or tax-exempt related organization (whether directly or indirectly through affiliation with another organization) of a type and amount that would be reportable on Schedule L if required to be filed by the related organization.
- E. **Member** – Member means a member of the Board of Directors: President, President-Elect, Past President, Secretary/Treasurer, Affiliate Representative, Region Representatives.

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## PROCEDURES

- A. **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
- B. **Recusal of Self** – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- C. **Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

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## PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST

- A. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- B. After exercising due diligence, the Board or Executive Committee shall determine whether CASP can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- C. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in CASP's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

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## VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY

- A. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

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## RECORDS OF PROCEEDINGS

The minutes of the Board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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## COMPENSATION

- A. A member of the Board who receives compensation, directly or indirectly, from CASP for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CASP for services is precluded from voting on matters pertaining to that member's compensation.
- C. No member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CASP, either individually

or collectively, is prohibited from providing information to any committee regarding compensation.

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## ANNUAL STATEMENTS

- A. Each director, principal officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
  - A. Has received a copy of the conflict of interest policy,
  - B. Has read and understands the policy,
  - C. Has agreed to comply with the policy, and
  - D. Understands CASP is tax-exempt and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- B. Each member of the Board shall annually sign a statement which declares whether such person is an independent director.
- C. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
- D. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

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## PERIODIC REVIEWS

To ensure CASP operates in a manner consistent with its tax-exempt purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to CASP's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further tax-exempt purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

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## USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in herein, CASP may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

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## CODE OF CONDUCT

- A. It is the intent of CASP to strive for the highest ethical conduct from all board members, volunteers, and staff. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, the Executive Director, members of the board, committee chairs, and specialists ("Covered Individuals"). In an effort to achieve the highest standards of conduct, each Covered Individual is requested to acknowledge (by signing) the following adopted Code of Ethics by July 31 each year. This acknowledgement will be kept on file.

- B. All Covered Individuals are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.
- C. As a nonprofit organization at the forefront of school psychology, CASP's policy is to uphold the highest legal, ethical, and moral standards. Our members and volunteers support CASP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- D. CASP will comply with all applicable laws and regulations and expects its Covered Individuals to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Directors and officers should not use their positions to obtain unreasonable or excessive services or expertise from CASP's staff.
- E. In general, the use of good judgment based on high ethical principles will guide Covered Individuals with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the President. Employees should contact the Executive Director. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.
- F. In support of CASP's standards of high ethical conduct, each Covered Individual shall not:
  - i. deceive, defraud, or mislead board members, officers, staff members, managers, supervisors, or other associates, or those with whom CASP has business or other relationships
  - ii. misrepresent CASP in any negotiations, dealings, contracts, or agreements
  - iii. divulge or release any information of a proprietary nature relating to CASP's plans, mission, or operational databases without appropriate approval
  - iv. obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
  - v. accept individual gifts of any kind in excess of \$25, in connection with the covered individual's relationship with CASP. All such gifts are to be reported to the Treasurer who shall divulge gifts received during the calendar year to the finance committee
- G. In carrying out their duties, Covered Individuals shall:
  - i. Recognize that the chief function of CASP at all times is to serve the best interests of our members and the students they serve.
  - ii. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
  - iii. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
  - iv. Keep the community informed about issues affecting it.
  - v. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
  - vi. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
  - vii. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
  - viii. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
  - ix. Avoid any interest or activity that is in conflict with the conduct of our official duties.

- x. Respect and protect privileged information to which we have access in the course of our official duties.
- xi. Strive for personal and professional excellence and encourage the professional developments of others.

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## EQUAL OPPORTUNITY

CASP is an equal opportunity employer. The employee handbook shall contain a detailed policy regarding equal opportunity employment.

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## NONHARRASSMENT POLICY

CASP has a strict policy against all types of harassment, including that based on an individual's age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender (including expression and identity), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, officers, directors, volunteers, employees, and members are strictly prohibited and will not be tolerated. Any board member or volunteer who engages in discriminatory or harassing conduct towards is subject to removal from the Board or volunteer position. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Executive Committee.

## ADMINISTRATIVE PROCEDURES

### FISCAL POLICIES

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## ANNUAL BUDGET

The Executive Director is charged with working with staff and volunteers to compute the various revenue and expense items of the budget, which will be presented to and reviewed with the Finance Committee.

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## TIMELINE AND PROCEDURES

- A. January
  - i. Finance Committee Meeting – An initial meeting of the Finance Committee will take place in January in order to begin to identify priority activities for the upcoming year. The Strategic Plan and its goals and objectives, along with other available data, forms the cornerstone of this activity.
  - ii. Special projects or any increases to the budget that are new items will be considered in relation to the strategic plan and subject to approval of the Finance Committee. Special projects and new items are considered on a year-to-year basis.
- B. March
  - i. At the March Board of Directors meeting, the Executive Director, in collaboration with the Treasurer and Finance Committee, will discuss the upcoming fiscal year budget. Board members are to provide input and feedback prior to presentation of the final budget at the June Board of Directors meeting. Funding requests for special projects may be submitted at the March board meeting.

- ii. The Finance Committee is charged with finalizing the budget prior to the June Board of Directors meeting.
- C. June
  - i. Board of Directors Meeting -- The final proposed budget is presented to the Board of Directors for review, discussion, and ratification.

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## DISBURSEMENT OF FUNDS

The Executive Director shall be responsible for the disbursement of funds as authorized in the adopted budget.

- A. All employees shall be bonded by employee theft insurance carried by the Association.
- B. The following signatures shall appear on the Association's checking account(s):
  - i. Treasurer
  - ii. Executive Director
  - iii. President
- C. One signature shall be required for each disbursement from the checking account(s) for amounts under \$5,000. Checks that exceed \$5,000 may be disbursed with one signature to make payment for routine administrative/activity and event expenditures only. Non-routine administrative/activity expenses over \$5,000 must be approved by the CASP Treasurer/Finance Committee before payment is made.
- D. In exceptional circumstances disbursements may exceed a budgeted amount by ten (10) percent. The Treasurer shall be informed of all such disbursements.
- E. Any unusual, unforeseen financial emergencies shall be referred to the Treasurer for decision by the Finance or Executive Committee.

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## REIMBURSEMENT REQUESTS

Expenses shall be reimbursed to directors, committee chairs, officers, and other volunteers acting on CASP's behalf for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.

- A. Travel by air or personal auto, whichever incurs the lower cost. If personal auto travel is selected, the amount reimbursed shall not exceed the cost of the lowest available, advance purchase coach airfare to the same location. Those traveling on Association business by air shall request the lowest available fare. It is preferred that CASP staff make travel arrangements.
- B. Requests for reimbursement shall conform to the limitations established by the board to include the following:
  - i. Auto travel to be reimbursed at the current Federal reimbursement rate per mile or at the same cost of an airline ticket, whichever is less.
  - ii. Per diem for meals will be reimbursed at \$45 per day.
  - iii. Lodging at the lowest commercial rate available, double occupancy if available.
  - iv. Supplies and equipment not available through the Association office, but necessary to the performance of duties.
  - v. Mailing that cannot be done at the Association office.
  - vi. Duplicating and copying that cannot be done at the Association office.
  - vii. Parking fees.
  - viii. Bridge tolls.
  - ix. Taxi or ride-share transportation.
- C. Individuals seeking reimbursement shall have obtained prior approval for the expenditure from the committee chair, President, or Executive Director in accordance with the annual budget.

- D. Requests for reimbursement will be submitted within thirty (30) days of the expenditure, except at the end of the fiscal year.
- E. Expenses incurred within thirty (30) days of the close of the fiscal year (June 30) shall be submitted by July 10.
- F. Receipts or other appropriate documentation must accompany all requests for reimbursement.
- G. Expenses submitted on approved voucher forms which are, in conformance with the approved budget of the Association shall be reviewed and approved by the Executive Director.
- H. The Treasurer shall review and approve the expense reimbursements of the Executive Director on a regular basis, prior to reimbursement being made.
- I. Original reimbursement requests with appropriate documentation shall be maintained in the Association office.
- J. Notwithstanding the foregoing and as required by law and further detailed in the Employee Handbook, Association employees shall be reimbursed for the actual cost of expenses incurred, subject to the approval of the Executive Director.

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## INVESTMENT POLICY

- A. The Executive Director is authorized to find investments, which provide safety and liquidity, and conservative yield. Investments will be made in consultation with the Treasurer and Finance Committee. The Executive Director, in consultation with the Association Investment Advisor, has the responsibility for investing Association funds.
  - i. Annually the Finance Committee shall approve investment vehicles.
  - ii. Investments shall be reviewed with the Finance Committee quarterly, including the risks involved.
  - iii. The Executive Director shall regularly inform the Finance Committee regarding the progress of these investments.
  - iv. The following signatures shall appear on all investment accounts:
    - a. Executive Director
    - b. Treasurer
  - v. The President and the Treasurer shall be informed of the location, name and address, of all institutions in which Association funds are invested.
  - vi. A "Prudent Reserve" fund will be established and maintained in the amount equal to six (6) months of the Association's operating budget.
  - vii. The Board of Directors may designate reserve funds in excess of the prudent reserve for specific purposes on the vote of the Board. When funds are determined to be "designated" for a specific purpose, these monies cannot be used for any other purpose unless the Board agrees to ratify the originally designated use and purpose of the funds.
- B. For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the following funds will be created and held as separate investment pools.
  - i. Operating Fund
  - ii. Short-term Reserve Fund
  - iii. Long-term Reserve Fund

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## PROCEDURES



- A. The following procedures will be followed to ensure the investment policy statement is consistent with the mission of CASP and accurately reflects current financial conditions:
  - i. The Finance Committee shall review this investment policy annually.
  - ii. The Finance Committee will recommend any changes in this policy to the Board of Directors.
- B. The following procedures will be used to determine the dollar amounts to be placed in each of the various funds.
  - i. The Executive Director will determine the dollar amounts to be held in the Operating Fund and Short-term Reserve Fund. Typically, the Operating Fund balance shall average approximately two months' operating expenses; the Short-Term reserve shall average approximately three months' operating expenses.
  - ii. The Executive Director and Finance Committee will determine the dollar amount to be held in the Long-Term Reserve Fund, which shall at a minimum equal six months of operating expenses.

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## DELEGATION OF AUTHORITY

- A. The Finance Committee is a fiduciary, and is responsible for directing and monitoring the investment management of the various fund assets on behalf of CASP. As such, the Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to Investment Management Consultant, Investment Manager, Financial Advisor, and additional specialists.
- B. The services of a registered investment manager may be sought to manage portions of the Long-term Reserve. The following procedure shall be followed to engage a new or replace a current investment manager:
  - i. The Executive Director, Treasurer, and Finance Committee will recommend the hiring or replacing of an investment manager to the Board of Directors.
  - ii. The Executive Director, Treasurer, and Finance Committee will nominate prospective candidates and send a Request for Proposal to each candidate.
  - iii. The Executive Director, Treasurer, and Finance Committee will review proposals and interview candidates to determine appropriate investment manager(s).
  - iv. The Executive Director and Finance Committee will make the hiring recommendation to the Board of Directors, who shall have the final approval.

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## OPERATING FUND

- A. The purpose of the Operating Fund is to provide sufficient cash to meet the day- to-day financial obligations of CASP in a timely manner.
- B. The investment objectives of the Operating Fund are:
  - i. Preservation of Capital;
  - ii. Liquidity; and
  - iii. To optimize the investment return within the constraints above.
- C. The Executive Director and Treasurer if authorized by the Board of Directors will invest the Operating Fund as follows:
  - i. Checking Accounts (interest bearing, if possible);
  - ii. Money market funds;
  - iii. Certificates of Deposit at insured commercial banking organizations; and
  - iv. Direct obligations of the U.S. Government, its agencies and instrumentalities.
- D. The maturities on investments for the Operating Fund shall be 12 months or less.

- E. The account balance shall be reflected on monthly balance sheets provided to the Board. The Executive Director or their designee shall prepare the following reports for presentation on request by the Executive Committee or Board of Directors:
  - i. Schedule of investments; and
  - ii. Interest income year to date.

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#### SHORT-TERM RESERVE FUND

- A. The purpose of the Short-term Reserve Fund is to manage cash flow variations, meet expenses occurring as a result of unanticipated activities, take advantage of unforeseen opportunities, and improve the return on the funds held for expenditure for up to two-to-five years.
- B. The investment objectives of the Short-term Reserve Fund are:
  - i. Preservation of capital;
  - ii. Liquidity; and
  - iii. To optimize the investment return within the constraints above.
- C. The Executive Director and Treasurer will invest the Short-term Fund as follows:
  - i. Interest bearing savings account;
  - ii. Certificates of Deposit at insured commercial banking institutions;
  - iii. Money market funds;
  - iv. Interest bearing checking accounts;
  - v. Direct obligations of the U.S. Government, its agencies and instrumentalities; and
  - vi. Mutual funds that invest in direct obligations of the U.S. Government, its agencies, and instrumentalities.
- D. The Short-term fund shall have a weighted average maturity of three years or less. The maximum maturity shall be 5 years.
- E. The account balance shall be reflected on monthly balance sheets provided to the Board. The Executive Director or their designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:
  - i. Schedule of Investments; and
  - ii. Interest Income year to date.

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#### LONG-TERM RESERVE FUND

- A. The purpose of the Long-term Reserve Fund is to provide secure long-term funding for the mission of CASP and ensure the organization's sustainability through times of hardship. The assets of the Long-term Reserve Fund shall be managed in such a way as to facilitate the organization's goals and objectives as outlined by the Board of Directors. Expenditure of the principal is Finance Committee designated. Also, at the discretion of the Board of Directors, up to 100% of the yearly total return may be utilized for operating expenses.
- B. The investment strategy of the Long-term Reserve Fund is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Specifically, the primary objective in the investment management of the Long-term Reserve Fund shall be:
  - i. Long-term growth of capital – To emphasize the Long-term growth of principal while avoiding excessive risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.
  - ii. Preservation of purchasing power – To achieve returns in excess of the rate of inflation plus spending over the investment time horizon in order to preserve purchasing power. Risk control is an important element in the investment assets
- C. Investments shall be made solely in the interest of CASP.

- D. The assets shall be invested with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a like fund.
- E. Investment of these funds shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
- F. CASP may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.
- G. Cash is to be employed productively at all times by investment in Short-term cash equivalents to provide safety, liquidity, and return.
- H. Over the investment time horizon established it is the goal of the Long-term Reserve Fund assets to realize a total return in excess of the rate of inflation, as measured by the Consumer Price Index.
- I. The goal of the investment manager shall be to meet or exceed the market index selected and agreed upon by the Finance Committee that most closely corresponds to the general principles stated above.
- J. Investment management of the assets of the Long-term Reserve Fund shall be in accordance with the following asset allocation guidelines:

| Asset Class      | Minimum | Maximum |
|------------------|---------|---------|
| Equities         | 30%     | 70%     |
| Fixed Income     | 30%     | 70%     |
| Cash Equivalents | 0%      | 20%     |

- K. The Finance Committee may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate portfolio, such disciplines must fit within the overall asset allocation guidelines established in this statement.
- L. The Finance Committee will meet annually to monitor and reevaluate investment allocation in reference to the Long-term Reserve Fund Asset classes.
- M. The Long-term Reserve Fund requires that all investment assets be invested in marketable securities, defined as securities that can be traded quickly and efficiently for the Long-term Reserve Fund, with minimal impact on market price.
  - i. Cash equivalents
    - 1) Treasury bills
    - 2) Money market funds
    - 3) Commercial paper
    - 4) Banker's acceptances
    - 5) Repurchase agreements
    - 6) Certificates of deposit
  - ii. Fixed Income Securities
    - 1) U.S. Government and Agency securities
    - 2) Corporate notes and bonds (investment grade, at least BBB)
    - 3) Mortgage-backed bonds
    - 4) Preferred stock
  - iii. Equity Securities
    - 1) Common stocks
    - 2) Convertible notes and bonds
    - 3) Convertible preferred stocks
  - iv. Mutual Funds, Index Funds, or Exchange Traded Funds that invest in securities as allowed in this statement.

- N. To ensure marketability and liquidity, equity investments shall be executed through nationally recognized exchanges such as the New York Stock Exchange, American Stock Exchange, and NASDAQ.
- O. The Long-term Reserve Fund will be evaluated at least semi-annually on a total return basis. The evaluation will be based on the stated investment goals. Comparisons will show results for the year-to-date. The report will be prepared by the Treasurer and will be presented to the Finance Committee at least semiannually. The Finance Committee will present a report to the Board of Directors at least annually.

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## FISCAL RESPONSIBILITIES

In order to ensure efficient and secure operations and provide for adequate internal controls via separation of duties, fiscal responsibilities are divided among several individuals. The following is a list of individuals who have fiscal and accounting responsibilities and their various responsibilities.

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## BOARD OF DIRECTORS

- A. Reviews and approves the annual budget.
- B. Reviews annual and periodic financial statements and information.
- C. Reviews Executive Director's performance annually and establishes the salary.
- D. The Treasurer will be appointed by the board to be an authorized signer on the bank accounts.
- E. Reviews and advises staff on internal controls and accounting policies and procedures.
- F. Determines whether CASP should have an audit and, if so, chooses the auditor.
- G. Review annual tax returns.

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## EXECUTIVE DIRECTOR

- A. Reviews and approves all financial reports.
- B. Prepares an annual budget for approval by the Board.
- C. Reviews and signs all issued checks.
- D. Negotiates and approves all contracts.
- E. Approves inter-account bank transfers.
- F. Is on-site signatory for all bank accounts.
- G. Opens all bank statements, reviews for any irregularities and reviews completed monthly bank reconciliations.
- H. Oversees the adherence to all internal controls.
- I. Approves all program expenditures.
- J. Monitors program and overall budgets.
- K. Processes payrolls and is responsible for all personnel files.
- L. Reviews and manages cash flow.
- M. Reviews and approves all reimbursements and fund requests.
- N. Reviews, revises, and maintains internal accounting controls and procedures.
- O. Coordinates preparation of tax returns with Accountant and Bookkeeper.
- P. Coordinates with Board-selected auditing firm for audit preparation.

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## ADMINISTRATIVE STAFF

- A. Prepares all incoming and outgoing invoices.
- B. Manages the petty cash fund.

- C. Receives and opens all incoming accounting department mail except bank statement.
- D. Monitors and manages all expenses to ensure most effective use of assets.
- E. Makes bank deposits.
- F. Monitors and makes recommendations for asset retirement and replacement.
- G. Prepares all financial reports.
- H. Processes invoices and prepares checks for signature.
- I. Manages accounts receivable.
- J. Data entry into accounting system.

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#### BOOKKEEPER

- A. Overall oversight of data entry into the accounting system and monitor integrity of accounting system data.
- B. Data entry as needed, from various payment processors and payroll systems, into accounting system.
- C. Maintains general ledger.
- D. Reconciles all bank accounts.
- E. Prepares annual 1099s.
- F. Coordinate tax return preparation with the Accountant and Executive Director.
- G. Provides advice regarding internal controls, processes, and procedures as needed.

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#### ACCOUNTANT

- A. Prepares all tax returns, including Federal, State, and Local filings.
- B. Provides advice regarding internal controls, processes, and procedures as needed.

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#### CASH RECEIPTS

Cash receipts generally arise from in-person events. Cash receipts attributable to CASP shall not be commingled with those attributable to related organizations, including the California School Psychology Foundation.

At all in person events, cash shall be handled as follows.

1. The beginning balance shall be verified by the Executive Director and Treasurer (or other Officer if the Treasurer is not in attendance).
2. Cash shall be kept in a locked box at all times; the box shall remain in the custody of a staff member designated by the Executive Director at all times. The Executive Director or Treasurer shall be responsible for overnight storage of the cash box if needed.
3. A clear, written record of cash receipts and disbursements shall be contemporaneously created, including the name of the payor, a description of the purchase, and the amount received.
4. At the end of each event (or day within a multi-day event), the cash balance will be verified by the Executive Director and Treasurer (or other Officer if the Treasurer is not in attendance).
5. As soon as possible after the conclusion of the event, cash will be deposited into the bank and recorded in the accounting system.
6. As soon as possible after the event, the cash deposited shall be reconciled with the daily cash counts and cash log to ensure accuracy. The reconciliation report shall be provided to the Executive Committee, regardless of whether discrepancies are found.

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## COMPANY CREDIT CARDS

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws and regulations, and the entities from which CASP receives funds. The receipts for all staff credit card charges will be given to the Executive Director within 2 weeks of the purchase along with proper documentation. All credit card charges will be verified with the monthly statements. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director for approval and signing.

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## PROPERTY AND EQUIPMENT

- A. Property and equipment includes items such as:
  - i. Office furniture and equipment
  - ii. Computer hardware
  - iii. Computer software
  - iv. Leasehold improvements
- B. It is the organization's policy to capitalize all items which have a unit cost greater than one thousand (\$1,000) dollars. Items purchased with a value or cost less than (\$1,000) will be expensed in the period purchased.
- C. A Fixed Asset Log is maintained by Administrative Staff including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.
- D. The Log will be reviewed by the Executive Director.
- E. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
- F. The Executive Director shall be informed in writing of any change in status or condition of any property or equipment.
- G. Depreciation is recorded at least annually by the Bookkeeper. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.
- H. The depreciation period for capitalized assets is as follows:

|                        |                 |
|------------------------|-----------------|
| Computer Hardware      | 36 months       |
| Office Equipment       | 60 months       |
| Office Furniture       | 60 months       |
| Computer Software      | 36 months       |
| Leasehold Improvements | Length of lease |

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## GENERAL FISCAL POLICY STATEMENTS

- A. All cash accounts (except petty cash) owned by CASP will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
- B. Employee or public personal checks will not be cashed through the petty cash fund.
- C. No salary advances will be made under any circumstances.
- D. No travel cash advances will be made except under special conditions when pre-approved by the Executive Director.

- E. Personnel records will be kept in locked file cabinets in the Executive Director’s office and only parties with HR responsibility will have access to the keys.

**DOCUMENT RETENTION AND DESTRUCTION POLICY**

CASP shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including emails) and voice mail records regardless of where the document is stored. This includes items stored on network servers, desktop or laptop computers, handheld devices and/or any other wireless devices with text messaging capabilities. Any employee of CASP, or any other person who is in possession of records belonging to CASP who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from *the Executive Director*.

In accordance with 18 U.S.C. §1519 and the Sarbanes Oxley Act, CASP shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration or any matter within the jurisdiction of any department, agency of the United States . . . or in relation to or contemplation of such matter or case.” If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, CASP has the following document retention policy.

The retention periods described below are minimum guidelines. There are circumstances under which a record or document may have to be maintained longer than the guidelines.

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the schedule. Hardcopy documents will be destroyed by shredding after they have been retained until the end of the schedule above. Electronic copies will be archived or destroyed by permanent deletion.

**RECORDS RETENTION SCHEDULE**

**ACCOUNTING RECORDS**

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| Annual financial statements                                                  | Permanent |
| Subsidiary ledgers                                                           | 10 years  |
| General ledger                                                               | Permanent |
| Annual audit records                                                         | Permanent |
| Journal entries                                                              | 10 years  |
| Internal reports                                                             | 3 years   |
| Canceled checks (see exception below)                                        | 10 years  |
| Canceled checks for important payments (e.g. property purchase, taxes, etc.) | Permanent |
| A/P invoices                                                                 | 10 years  |

|                                    |           |
|------------------------------------|-----------|
| A/R invoices                       | 10 years  |
| Cash books                         | 10 years  |
| Depreciation schedules             | 10 years  |
| Accounts payable                   | 10 years  |
| Accounts receivable                | 10 years  |
| Audit reports                      | Permanent |
| Chart of accounts                  | Permanent |
| Expense records                    | 10 years  |
| Inventory records                  | 10 years  |
| Purchase orders                    | 3 years   |
| Sales records                      | 10 years  |
| Duplicate deposit slips            | 10 years  |
| Bank statements                    | 10 years  |
| Scrap and salvage records          | 10 years  |
| Remotely deposited customer checks | 60 days   |

#### TAX RECORDS

|                                                           |           |
|-----------------------------------------------------------|-----------|
| Federal tax returns (excluding payroll)                   | Permanent |
| State & local tax returns                                 | Permanent |
| Form 990 & supporting documentation                       | Permanent |
| 1099 forms                                                | Permanent |
| Magnetic tape & similar records                           | Permanent |
| Payroll taxes (W2, W3)                                    | Permanent |
| Payroll taxes (Form 941, state withholding, unemployment) | Permanent |
| Capital stock and bond records                            | Permanent |

#### PAYROLL RECORDS

|                    |          |
|--------------------|----------|
| Payroll deductions | 10 years |
| Time cards         | 10 years |



|                                |           |
|--------------------------------|-----------|
| W-4 forms                      | 10 years  |
| Payroll records                | 10 years  |
| State unemployment tax records | Permanent |
| Cancelled payroll checks       | 10 years  |
| Deductions register            | 10 years  |
| Earnings records               | 10 years  |

#### INSURANCE RECORDS

|                              |           |
|------------------------------|-----------|
| Policies (including expired) | Permanent |
| Claims for loss/damages      | Permanent |
| Accident reports             | Permanent |
| Appraisals                   | Permanent |

#### CORPORATE DOCUMENTS

|                                                   |           |
|---------------------------------------------------|-----------|
| Incorporation records                             | Permanent |
| Bylaws & Amendments                               | Permanent |
| Secretary of State Filings                        | Permanent |
| IRS Determination Letter & Related Correspondence | Permanent |
| All Other Corporate Organizing Documents          | Permanent |

#### BOARD OF DIRECTORS

|                               |           |
|-------------------------------|-----------|
| Board Agendas                 | Permanent |
| Board Resolutions/Minutes     | Permanent |
| Committee Charters            | Permanent |
| Committee Resolutions/Minutes | Permanent |
| Committee Reports             | Permanent |
| Board Policies                | Permanent |

#### GRANTS & AWARDS

|                                          |                                   |
|------------------------------------------|-----------------------------------|
| Grant / Award Proposals (Awarded Grants) | 7 years from date of final report |
|------------------------------------------|-----------------------------------|

|                                                               |                                   |
|---------------------------------------------------------------|-----------------------------------|
| Grant / Award Letters/Agreements                              | 7 years from date of final report |
| Grant / Award Reports                                         | 7 years from date of final report |
| Grant / Award Proposals & Rejection Letters (Rejected Grants) | 1 year from rejection date        |

#### LEGAL RECORDS

|                              |           |
|------------------------------|-----------|
| Current contracts and leases | Permanent |
| Expired contracts and leases | 10 years  |
| General correspondence       | 4 years   |
| Legal correspondence         | Permanent |

#### PERSONNEL RECORDS

|                                                        |                          |
|--------------------------------------------------------|--------------------------|
| Employment applications (persons not hired)            | 3 years                  |
| Employment applications (persons hired)                | 7 years after separation |
| Performance evaluations                                | 7 years after separation |
| Promotions, raises, reclassifications                  | 7 years after separation |
| Job descriptions & performance goals                   | 7 years after separation |
| Disciplinary warnings, demotions, lay-off & discharges | 7 years after separation |
| Retirement or pension plan records                     | 10 years                 |
| Incentive plans                                        | 7 years after expiration |
| I-9 forms                                              | 3 years after separation |

### POLICY FOR THE DETECTION AND REPORTING OF FRAUDULENT ACTIVITY

- A. CASP is committed to integrity and ethical behavior. CASP thus encourages employees, members of the Board, and volunteers who reasonably believe that they are aware of any violations of federal or state law such as fraud, questionable accounting practices, or the reporting of fraudulent financial information, to disclose any such violations, without any fear of retaliation, discrimination, or harassment with respect to their employment or position. This policy does not replace or supersede CASP's unlawful harassment and discrimination policy; to the contrary, both policies are important components of CASP's commitment to providing a professional environment.
- B. The following are examples of actions or behavior that should be reported:
  - i. Fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statement or accounting records of CASP.

- ii. Deviation from full and fair reporting of CASP's financial condition.
  - iii. Stealing or misappropriation of CASP funds or assets.
  - iv. Deficiencies in or non-compliance with CASP's internal accounting controls.
  - v. Misrepresentations or false statements that constitute a violation of federal law (e.g., mail, wire, bank, or securities fraud).
  - vi. Violation of other federal or state laws by CASP.
- C. CASP strictly prohibits any retaliation, discrimination, or harassment against any employee (or non-employee, such as a board member) who reports what he or she reasonably believes to be violations of federal or state law, such as incident(s) of mail, wire, or securities fraud, questionable accounting practices, or the reporting of fraudulent financial information. CASP also will not retaliate against any person who participates in an investigation of such complaints. Conduct that is protected from retaliation includes, but is not limited to: providing information or otherwise assisting in an investigation regarding any conduct that the employee or board member reasonably believes constitutes a violation of federal law, such as (but not limited to) tax, mail, wire, or securities fraud laws, or any rule or regulation of the Securities and Exchange Commission (SEC), when the information is provided to or the investigation is conducted by any federal regulatory or law enforcement agency, a member of the United States Congress or any committee of Congress, or any institution supervisor or person with similar authority over the employee, or filing, testifying, participating in, or otherwise assisting in an investigation, hearing, court proceeding, or other administrative inquiry in relation to an alleged violation of federal law, such as tax, mail, wire or securities fraud laws, or any SEC rule or regulation.
- D. CASP also strictly prohibits any retaliation or harmful action against any person (e.g., an employee or board member) on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal law.
- E. This policy presumes that employees, Directors, and volunteers will act in good faith and will not make false accusations. Employees are encouraged to err on the side of caution by reporting any apparent act of wrongdoing, so long as the report is made in good faith. Employees who report acts of wrongdoing or suspected wrongdoing pursuant to this policy will continue to be held to general job performance standards and adherence to CASP's other applicable policies and procedures.
- F. If any portion of this policy pertaining to employees conflicts with the Employee Handbook, the provisions of the Employee Handbook shall prevail.

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## REPORT PROCEDURE

- A. A person who becomes aware of any act or behavior described above is encouraged to report such incidents as soon as possible to the President-Elect of CASP's Board of Directors. Reports may be provided in writing, telephonically, as an email, or in person. Reports should be as complete as possible, including the details of the incident(s), names of the individual(s) allegedly involved, date(s), and the name(s) of any witness(es). You may send the report or complaint by email or by letter which may be anonymous, at your discretion) to the President-Elect of CASP at that person's posted email address.
- B. If the subject of the report involves the President-Elect, you may report your concern to the association President, Past President, and/or Executive Director.
- C. CASP will investigate the complaint and will endeavor to protect the privacy and confidentiality of all parties involved, to the maximum extent possible, consistent with CASP's obligations to conduct a thorough investigation, to comply with all applicable laws, and/or to cooperate with law enforcement authorities. If necessary, legal counsel and/or CASP's independent auditing firm will be involved in any investigation.

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## NON-RETALIATION

- A. Employees and non-employees (e.g., board members) making reports or complaints under this policy will not be subject to any retaliation, discrimination, or harassment. Prohibited retaliation includes firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination against the employee in the terms and conditions of employment because of the employee's involvement in protected activity.
- B. Any employee who discourages or prevents other employees or persons from making reports under this policy or participating in any investigation of such a report will be subject to disciplinary action, to and including termination.
- C. Any complaint of acts of retaliation in relation to any reports made under this policy should be submitted to the executive director, the association president or the association president-elect. The complaint will be promptly investigated in accordance with the investigation procedures set forth under CASP' policy prohibiting unlawful harassment and discrimination. If a complaint of retaliation, discrimination, or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Appropriate legal action may also be taken.

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## RECEIPT OF COMPLAINTS

On receipt of any complaint made under this policy, the Chair of the Personnel Committee will report to the Personnel Committee of CASP Board of Directors the receipt of any such complaints. On at least a quarterly basis, the Chair of the Personnel Committee will also report to the Board of Directors and the Personnel Committee the receipt of any complaints made under this policy, the current status of the investigation of any such complaint, and the disposition of any reports of suspected wrongdoing at the conclusion of the investigation.

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## ADDITIONAL ENFORCEMENT INFORMATION

- A. CASP's employees and board members should be aware that certain violations of CASP 's policies and practices could subject CASP and/or the individual(s) involved to civil and/or criminal penalties. Before issues or behavior rise to that level, employees are encouraged to report to the president-elect any violation of federal or state law, any questionable accounting or auditing matters, any reporting of fraudulent financial information, or retaliation related to such reports. Nothing in this policy is intended to prevent an individual from reporting information to a government or law enforcement agency, when the person reasonably believes that CASP has violated a federal or state statute, rule, or regulation.
- B. CASP may modify this policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with state and federal laws or regulations.

## COMMITTEES AND SPECIALISTS

Committees and Specialists are assigned responsibilities and activities that further the Association's mission and the specific strategies outlined in the CASP Strategic Plan.

Committee Chairs and Specialists are appointed annually by the President, with ratification by the Board. Committee members are appointed by either the President or the Committee Chair. The

Committee Chair is required to report any such appointments to the CASP office and provide a roster of committee members to staff.

Each committee chair and specialist will report regularly to the Board on his or her activities and accomplishments. If the nature and intensity of an issue warrants it, a committee chair or specialist will be asked to attend the Board meeting to report or suggest action on a particular item. Committee chairs and specialists are expected to guide the work with all volunteer members in their committees or in their specialty areas as well as serve as mentors to foster future CASP leaders.

## COMMITTEES

Committee activity plays a substantial role in furthering the overall goals and objectives of the Association. The President will appoint the chairs of each committee, subject to ratification by the Board at the June meeting. Ad hoc committees may be created as needed by the President with approval of the Board.

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### STANDING COMMITTEES

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#### PROFESSIONAL LEARNING

The purpose of the Professional Learning committee shall be to collaborate with other agencies and potential presenters to inform professional learning opportunities for the Association.

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#### MENTAL HEALTH AND CRISIS RESPONSE

The purpose of the mental health and crisis response committee shall be to promote safe learning environments for CA PreK-12 schools by providing mental health and crisis training, consultation, and supports.

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#### MEMBERSHIP

The purpose of the membership committee shall be to support the development and implementation of strategies to recruit, retain, and engage CASP members.

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#### INCLUSION, DIVERSITY, EQUITY, ACCESS AND LIBERATION (IDEAL)

The purpose of the IDEAL committee shall be: to promote cultural awareness and culturally competent practice and to advocate for the needs of diverse students and families; ensure the protection of the educational rights, opportunities, and well-being of all children, especially those whose voices have been muted, identities obscured, or needs ignored; and to promote non-discriminatory practices and the empowerment of families and communities.

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#### COMMUNICATIONS AND PUBLIC RELATIONS

The purpose of the communications and public relations committee shall be: to increase public awareness of the role and function of school psychological services and promote an awareness of the physical and emotional needs of students; to increase awareness of the Association with

potential members; and to coordinate and promote professional communications with members and the publication of scholarly works related to school psychology.

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## AWARDS

The purpose of the awards committee shall be to seek, select, and honor recipients of CASP-sponsored awards, including the Nadine Lambert Outstanding School Psychologist Award, Michael Goodman Memorial Research Award, and Sandra Goff Memorial Award.

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## CHARTER / ALTERNATE SETTINGS

The purpose of the Charter / Alternative Settings committee shall be to address the professional needs of Association members working in charter schools or alternative learning settings (e.g., non-public schools, etc.). They promote awareness and advocate for the profession of school psychology within non-traditional settings.

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## POSITION PAPERS

The CASP Position Papers Committee is charged with managing revisions to position statements on a routine basis, consulting with strategic liaisons for new position statements, and serving as an information source for CASP members regarding position statements. See *Position Papers policy for further detail*.

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## LEGISLATIVE

The purpose of the Legislative Committee shall be to promote effective legislation that supports retention and recruitment of School Psychologists and public policy supportive of comprehensive practices in schools. To support the association's understanding of and advocacy for current legislation affecting the profession. Moreover, to build advocacy skills and develop advocacy resources within the association aligned with the national standards of our practice. See *Legislative Committee policy for further detail*.

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## CONVENTION

The Convention Committee shall be responsible for the planning and coordination of the annual state Convention. See *Convention policy for further detail*.

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## COMMITTEE CHAIR RESPONSIBILITIES

With support from staff, committee chairs shall be responsible for the operations and success of their respective committees. Committee chairs shall be appointed by the President for a one-year term. Committee chair duties include the following.

- A. Committee Members
  - i. With support from staff, recruit a sufficient number of qualified committee members.
  - ii. With support from staff, maintain a complete and current roster of committee members.
- B. Organizational Meeting of the Committee
  - i. Conduct an organizational meeting as soon as possible.
  - ii. Meet with staff liaison and/or the President prior to the organizational meeting and determine how committee will be organized.

- iii. Ask the President or Executive Director about current year charges and performance expectations for your committee.
- C. Committee Charges
- i. Establish how the year's work (charges by the board) should be accomplished, including appointment of subcommittees, timing of meetings, expectations, metrics, deadlines, etc.
  - ii. Communicate the assignments of all committee members and ensure they understand.
  - iii. Coordinate and cooperate with any related committees; don't work in a silo.
  - iv. Submit interim, year-end, and other reports to the Board and staff liaison.
  - v. Monitor and evaluate the performance of committee members (do they attend, do they follow through, etc).
- D. Committee Budget
- i. If funds will be needed, prepare a written, detailed budget request for consideration; budget requests should be submitted to the executive director for action to take place on the proposed expense.
  - ii. Similarly, if the committee plans to generate funds through their efforts, coordinate that with the Executive Director.
  - iii. All proposed expenditures or commitment of CASP funds must have Board approval in accordance with the budget.
- E. Committee Meetings
- i. Arrange dates and locations. It is recommended that meetings be scheduled for the entire year – in advance.
  - ii. Work with staff to ensure meeting notices are sent to committee members. Do not change a meeting date, time, or location without advising all persons and ensuring the change is OK.
  - iii. Prepare an agenda and work with staff to distribute it in advance of the meeting to committee members. It is desirable that the agenda be distributed at least one week in advance of the meeting. In formulating the agenda, be sure that members giving reports plan to be in attendance.
  - iv. Maintain attendance records for all meetings.
- F. Minutes
- i. If no staff is present, appoint a committee member to serve as "secretary" to prepare the minutes. The secretary should submit typed minutes to the committee chair and staff liaison no later than 10 days after the meeting.
  - ii. The chair should edit the minutes and send a final version to the staff liaison. Staff liaisons may wish to discuss the minutes with the chair for possible revision.
  - iii. Staff liaisons will reproduce the minutes and e-mail/mail copies to committee members. A permanent record of all committee minutes is maintained in the Organization office.
  - iv. As chair of the committee, you may want to maintain a spiral notebook with all notes, minutes and work products to be passed on to your successor.
- G. Correspondence
- i. A copy of all reports and official committee correspondence should be approved by staff.
  - ii. The committee does not have authority to use CASP letterhead without explicit approval.
- H. Communication
- i. Maintain contact and keep any liaisons informed about the work of the committee and any special matters of interest.
  - ii. Respond to all correspondence from CASP in a timely fashion.
  - iii. Help identify future leaders.
- I. Attendance at Board Meetings
- i. Be prepared to make a written or verbal report to the Board upon request or to seek consideration of your committee's proposal requiring a vote of action.

- ii. Consult with the Executive Director and President in preparing reports or proposals to the Board of Directors. They can be of assistance.
- J. Policies of the Board of Directors
  - i. Be familiar with Board's governing policies related to communications, committees and expenditures.
  - ii. Inform committee members of policies that may affect projects to which they are assigned.
  - iii. Seek help from the liaisons or staff on policy interpretations.

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## COMMITTEE MEMBER RESPONSIBILITIES

- A. Committee Charge
  - i. Be familiar with the objective and activities of the committee.
  - ii. Be familiar with the general responsibilities of all committees.
- B. Committee Meetings
  - i. Plan to attend all meetings of your committee. If you cannot, advise the chair in advance of the meeting.
  - ii. Complete assignments on a timely basis. Be accountable for your commitments.
- C. Policies and Procedures
  - i. Understand the policies and procedures that relate to the work of your committees.
  - ii. Seek help on interpretations or questions.
- D. Minutes
  - i. If appointed secretary by the chair, take minutes at the meetings.
  - ii. Send a copy of minutes to the chair within 10 days of the meeting for review and approval.
- E. Subcommittees
  - i. From time to time a committee may break into subcommittees.
  - ii. Notify subcommittee members and team liaison of meetings by e-mail, phone, or letter.
  - iii. Contact staff liaison to reserve a room or Zoom for subcommittee meetings if needed.
  - iv. If necessary, appoint a secretary to take minutes.
  - v. If a subcommittee member is unable to attend a full committee meeting to give a subcommittee report, a substitute should be designated to give the report.
- F. Correspondence/Communications
  - i. Send copies of all correspondence to staff.
  - ii. Abide by the policy on public statements, especially regarding official communications and speaking for CASP.
- G. Organization Activities
  - i. Take an active role in supporting all CASP activities and major events, and promote participation and attendance to others.

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## LEGISLATIVE COMMITTEE

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### PURPOSE

The purpose of the Legislative Committee shall be to promote effective legislation within CA that supports retention and recruitment of School Psychologists and public policy supportive of comprehensive practices in schools. To support the association's understanding of and advocacy for current legislation affecting the profession. Moreover, to build advocacy skills and develop advocacy resources within the association aligned with the national standards of our practice.



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## RESPONSIBILITY

- A. The legislative committee applies the Association's policies and platforms to specific legislative and budget proposals affecting the Association and/or its members. This is done to provide legislative policy direction to the CASP lobbyist, staff, and volunteers in their advocacy efforts.
- B. The committee is an advisory committee that reviews relevant Legislative Bills and recommends positions consistent with CASP's Policy Platform. Bills typically relate to public education, behavioral and mental health, and/or the field of school psychology.
- C. In even-numbered years, the Legislative Committee is responsible for developing the proposed two-year policy platform for adoption by the Board. The platform directs the efforts of the staff and members to influence lawmaking at the state and national levels. All Board members are given an opportunity to provide input in the development of the policy platform.
- D. The Legislative Committee shall meet in person or by conference call at least four times per year including an annual legislative planning session. Other meetings/conference calls may be held as needed.

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## COMPOSITION

The Legislative Committee is a standing committee. All Legislative Committee members shall be Association members in good standing. The Legislative Chair appoints the committee members.

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## LEGISLATIVE AND POLICY REVIEW PROCESS

- A. The Legislative Committee shall identify issues and policies in the development of a legislative platform and present those issues for adoption by the Association's Board of Directors.
- B. Bill analyses are prepared by staff for committee deliberations. The analyses are meant to be internal documents and should be considered confidential.
- C. The Legislative Committee shall recommend position statements and activities on legislative and policy matters before the Committee.
- D. The Legislative Committee and staff shall report on the above activities to the Board for position concurrence at the next Board meeting and to the general membership through CASP Today and the Association's website.
- E. Legislative Committee and Board members shall receive periodic updates on individual bills on which CASP has taken a position. Because bills and policies may be modified during the legislative session, the Executive Director and CASP lobbyist (in concert), with approval from the Legislative Chair, have the authority to alter CASP's position in response to these changes. The CASP lobbyist and the Executive Director shall communicate new positions and legislative activities at the next Legislative Committee and Board meetings.
- F. The CASP lobbyist shall, on behalf of the Association, provide legislative advocacy to the appropriate elected representatives, administration officials, and other professional Associations/advocates.
- G. The CASP lobbyist shall provide guidance and staff support to the Legislative Committee and work closely with the chair to carry out the objectives of the committee.

## SPECIALISTS

### PROFESSIONAL SERVICES ADVISORY GROUP

- A. The President shall appoint “specialists” to serve as the Advisory Group. These individuals are selected for expertise in one of the identified “specialty areas” listed below.
  - i. Assessment
  - ii. Private Practice
  - iii. Ethics / Standards of Practice
  - iv. MTSS
- B. The Professional Services Advisory Group provides a variety of services to members, including the development of various position papers, informational documents, and information and referral services to members and other individuals with questions related to the profession and the practice of school psychology in general. Members of the Professional Services Advisory Group also represent the Association in their relevant areas of expertise to other organizations and groups. Professional Services Advisory Group specialty areas are determined each year by the Association President.
- C. On a regular basis, Professional Services Advisory Group members will provide articles and updates for CASP Today on topics and issues of concern to the membership.
- D. Term of office will be for one year.
- E. If needed, Specialists may recruit assistance from additional CASP members.

### COMMUNICATIONS

CASP Specialists may be asked by a member of the Board and/or the Executive Director to offer expert opinions on State and or Federal institutional/agency practices, regulations, policies and/or procedures. In such cases, Specialists will provide their expert opinion to the CASP Board (or a member of that Board) to ensure that it is aligned with previously adopted CASP policies and procedures. This Procedure shall in no way restrict or inhibit a Specialist from responding immediately and directly to specific member questions without the need for Board Approval.

## LIAISONS

### LIAISONS

- A. The Board may accept representatives from other groups or organizations.
- B. The Board may authorize members to represent CASP before other organizations. Although these individuals represent the Association, they are not authorized to speak on behalf of the Board.
- C. Organizations with which CASP accepts Liaisons may include: corporate partners, the California Teachers Association, Special Education Local Plan Agencies (SELPA), and other professional associations or organizations with relevant interests.

## PROFESSIONAL DEVELOPMENT

### CONTINUING PROFESSIONAL DEVELOPMENT

- A. It is the philosophy of this Association that Continuing Professional Development is a vital concern to the profession of School Psychology and the expansion of this program is a primary goal of the Association. Professional workshops, retreats, and other professional activities should be available during the year, throughout the State and virtually in order to provide psychologists the opportunity to expand knowledge, develop additional competencies, and enhance professional skills. Workshops will be designed to include domains listed in the NASP Practice Model.
- B. Selection and development of such activities should reflect current Association goals and priorities. Emphasis should be on skills and issues that are current, significant, and appropriate to a statewide organization.
- C. The Association will utilize its resources to sponsor these professional experiences and will provide assistance and expertise to affiliates to increase services to members.

### WORKSHOPS

- A. For large CASP events, like conventions and institutes, workshops are planned and organized by the event chair(s) in consultation with the Executive Director. Volunteers are generally responsible for developing program content and identifying potential presenters. Staff is generally responsible for offering and negotiating honorariums and any other expenses, selecting facilities, setting the fee structure, managing promotion of the program, and coordinating registration and on-site details. Contracts and/or written agreements for presenters and facilities are required and are generated and managed by CASP staff. All financial risks are assumed by the Association.
- B. Affiliate workshops are planned and organized by the local affiliate. Registration will be handled by the Affiliate. Financial risks and profits are assumed by the Affiliate.
- C. As required by NASP and the BBS, affiliates must enter into a Co-Sponsorship Agreement with CASP for their events to be eligible for CEU/CPD credits. Affiliates are responsible for collecting fees and evaluation sheets and monitoring attendance if they choose to participate in this program. Affiliates must follow procedures, developed and maintained by staff, for any events with CEU/CPD hours.
- D. Continuing education services for other licensees or certificate programs may be added as CASP increases its provider services.
- E. The Association may assist with advertising an Affiliate's workshop through CASP Today and the website.

### WORKSHOP FEES

Fees shall be established by the Executive Director, in consultation with the Executive Committee.

### OTHER EDUCATIONAL SERVICES

The CASP staff shall assist Region Representatives and Affiliates in workshop planning. The Association shall maintain a list of potential presenters, called a Speakers Bureau, and facilities with specific informational data and evaluative comments. The updating of these services shall be

ongoing. For virtual workshops, CASP will make available its Zoom (or similar) webinar hosting service to affiliates on a first-come, first-served basis.

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## ENDORSEMENTS

- A. The CASP Board and staff may share with CASP members educational opportunities presented by other professional organizations, public agencies, or industry partners. Such sharing is not to be construed as recommendation, endorsement, sponsorship, or promise of support.
- B. The CASP Board may elect to provide support to worthy programs. Examples of such support are free advertising in CASP Today, providing sponsors with a copy of the CASP mailing list, mailing notices to CASP members, and/or designating individuals to represent CASP as attendees of the event.
- C. This policy does not prohibit the CASP Board from knowingly electing to endorse, sponsor, or support an event planned and promoted by another professional organization or public agency and incurring the potential concomitant financial liability that accompanies such a decision.

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## CO-SPONSORSHIP

- A. CASP recognizes the importance of working in a collegial and productive manner with other professionals and professional organizations in California. The Association also recognizes the ethical risks of endorsing or appearing to endorse other organizations, particularly private agencies or businesses. In the interest of supporting professional interaction and cooperation, CASP will consider co-sponsorship of educational activities and events with other professional organizations, on a case-by-case basis. Private organizations and businesses may be listed or identified as providing financial support.
- B. Any joint event presented by CASP and any other organization, profit or nonprofit, must initially be authorized by the Executive Director, subject to approval by the Board. Under no circumstances will advertisement of the event (either written or verbal) allow inference or endorsement of the other organization or their goals by CASP.

## AWARDS

CASP has established a series of awards to recognize individuals for their research and contributions to the field of School Psychology.

### MICHAEL GOODMAN OUTSTANDING RESEARCH AWARD

The Awards Chair shall select an individual to chair the Goodman Award committee. The Chair shall be an individual who knew Michael Goodman, or a past award winner. The Chair shall recruit additional committee members. Applicants for the award are not eligible to serve on the committee. The Michael Goodman Outstanding Research Award shall be presented at the CASP Convention nearest to the date the project was submitted.

The award shall consist of a letter congratulating the winner and a cash prize of five hundred dollars (\$500.00).

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## GENERAL CRITERIA

- A. To be considered for this award, the study must be submitted for presentation at the CASP Convention.
- B. The research project must focus on a problem or question that clearly relates to the practice of school psychology.
- C. Either basic or applied research projects are eligible for consideration.
- D. The study must be original; not an analysis of data collected as part of another project or a re-analysis of old data.
- E. The study must not have been published prior to the Convention.
- F. The study may be conducted by more than one principal investigator provided all researchers have contributed equally to the project. Use of additional personnel for data collection is permissible.
- G. The principal investigator must be a Regular, Associate, Student, or First Year Member of CASP at the time the research project is submitted for consideration.

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## ENTRY AND SELECTION PROCEDURES

- A. Applicants must apply for the award through the annual Call for Presentations published on the CASP website.
- B. The deadline for submission of projects will be established in the Call for Presentations.
- C. The selection process will be as follows. All entries will be screened by the Research Committee chair or CASP staff to:
  - i. determine that the principal investigator is an eligible CASP member; and
  - ii. record the identity of the study and principal investigator; and
  - iii. remove the identification from the copies to be evaluated.
- D. Copies of each competing research study will be forwarded to the members of the Research Committee as "blind copies."
- E. The Research Committee shall read and rate each entry, rank the entries, resolve any tie rankings, and make the final determination of the recipient of the research award. The Research Committee Chair is responsible for coordinating these procedures and resolving ties. The rubric to used is found in Appendix D.
- F. The Research Committee actions will be returned to the CASP office where the CASP staff will arrange for the presentation at the Convention.
- G. The Research Committee's decision will be final.

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## EVALUATION CRITERIA

Compliance with the General Criteria will be determined. Then, each project will then be rated on technical aspects to include the following, as demonstrated in Appendix D.

- A. definition of the problem or issue;
- B. formulation of hypothesis, questions or objectives;
- C. review of related literature;
- D. research design;
- E. research procedures;
- F. data analysis;
- G. conclusions and implications; and
- H. report format.

## SCIENTIST-PRACTITIONER RESEARCH INCENTIVE GRANT

The primary goal of the program is to offer support, encouragement, and recognition to practicing school psychologists conducting research that has direct relevance to the practice of school psychology. The program was established to support research that furthers knowledge of effective school practices related to positive student outcomes and promotes the profession of school psychology as the representative of the discipline of psychology in the public school.

The award amount shall range from \$500.00 - \$ 1,500.00. Funds are intended to provide support for activities such as data entry, clerical assistance, report preparation, travel, etc.

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### GENERAL CRITERIA

CASP encourages proposals that address areas of concern regarding the educational and mental health needs of children and youth. Proposals are encouraged regarding practices with direct relevance to the practice of school psychology, and school reform efforts that promote positive results for students.

- A. Applicants must be CASP members in good standing. Absolute priority will be given to practicing school psychologists.
- B. Proposals must identify an area of school practice that is of significant interest to their own school community, with implications for the broader educational community. Topics will be evaluated according to how the topic reflects membership interests and/or significant and contemporary issues in the practice of school psychology.
- C. Proposals must focus on an aspect of practice that can be related to improving student outcomes and the profession of school psychology.
- D. Proposals must specify a valid methodology appropriate to the proposed study.
- E. Proposals should involve research projects that can reasonably be expected to be completed within 6 to 8 months. The project results will be presented at CASP's subsequent annual convention. Support may be requested for the analysis of data that has already been collected, or the collection of new data.
- F. Successful applicants must agree to present the results of the project at a CASP annual Convention, and submit a paper regarding the results of the project for publication in CASP Today or Contemporary School Psychology.

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### ENTRY AND SELECTION PROCEDURES

- A. A call for projects shall be issued annually in conjunction with the Winter Issue of CASP Today. Submission deadlines shall be in early April, with candidates notified in early May and awards issues in early July.
- B. Applicants should submit a proposal that clearly indicates:
  - i. the question to be studied;
  - ii. the relevance of the question to the practice of school psychology;
  - iii. the implications of the study for the improvement of educational practices for children;
  - iv. a description of the methodology of the proposed study;
  - v. a timeline for project completion; and
  - vi. a budget for the expenditure of all requested money.
- C. Proposals should not exceed 10 pages (typed, double-spaced, 12-point font), and be appropriately formatted using current APA guidelines.
- D. A plan for disbursement of funds will be developed with each successful applicant. Funds become available July 1 of each fiscal year.

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## EVALUATION CRITERIA

All proposals will be evaluated by the Research Committee.

### SANDRA GOFF MEMORIAL AWARD

The Sandra Goff Memorial Award was established in 1980-81. It is awarded in recognition of distinguished service to the profession of school psychology in California and beyond, and to CASP.

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## GENERAL CRITERIA

- A. Exemplary service to the Association, long-term contributions to school psychology in a variety of settings, and influence extending throughout California and beyond.
- B. All CASP members are eligible for this recognition, including practicing school psychologists, educators, coordinators, directors, administrators of psychological services, and others. It is in recognition of distinguished service to the profession of school psychology, exemplary service to the Association, long-term contributions to school psychology in a variety of settings, and efforts that had effects beyond district boundaries, throughout California and the Nation.

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## ENTRY AND SELECTION PROCEDURES

- A. Nominations are solicited from the membership by an announcement in CASP Today and the CASP website. Nominations are by letter, submitted to the Awards Chair.
- B. Selection is by the Awards chair and other individuals appointed by the President. Names of nominees, plus documentation of their qualifications, are forwarded to the selection committee. The results of the selection are kept confidential until the award is announced.
- C. Notification occurs at the time of presentation, during a general session of the Annual Convention.
- D. The award shall be a special engraved plaque, plus Certificate of Life Membership in CASP. A gold lapel pin, showing the CASP logo surrounded by a circular wreath, is presented to the winner of the award. Winners also become honorary members of CASP, meaning they receive a complimentary lifetime membership.
- E. One award shall be given each year.
- F. The award shall be recognized with a feature article in CASP Today and press releases to local media following annual conference each year.

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## EVALUATION CRITERIA

The Awards Chair will distribute nomination materials for review to the Awards Review Committee, with a cover letter, rating sheets, and deadline for responses (typically two weeks from the date of distribution).

Committee members will review and rate each packet of nomination materials, based upon the established criteria.

### SINGLE NOMINEE

When only one individual has been nominated, the awards committee will review the nomination materials and determine whether the individual meets the established criteria and is deserving of

the Sandra Goff Memorial Award. The committee members will communicate this information (“yes” or “no”) to the Awards Chair, who will tally the results of the review. Results will be determined by a simple majority of “yes” votes.

## MULTIPLE NOMINEES

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- A. If more than one individual has been nominated, the awards committee will review the nomination materials and determine whether the individuals meet the established criteria.
- B. The committee members will then rank the nominees, with first choice receiving a score of “1”, second choice receiving a score of “2”, and so on.
- C. The committee members will communicate their rankings to the Awards Chair by the established deadline. The Awards Chair will tally the results of the review.
- D. The nomination receiving the lowest score will be selected to receive the Award.
- E. In the case of a tie, the nomination receiving the most first place rankings will be selected to receive the award.

## OUTSTANDING SCHOOL PSYCHOLOGIST

*(Nadine M. Lambert Outstanding School Psychologist Award)*

The Outstanding School Psychologist award was established in 1973-74. It is awarded for outstanding service as a school psychologist and replaced recognition given to districts for outstanding psychological services. Beginning in 2007-2008, it was renamed the Nadine M. Lambert Outstanding School Psychologist Award, in honor of the UC Berkeley professor who was one of the founders of the modern profession of school psychology.

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## GENERAL CRITERIA

Open to members of CASP who are practicing school psychologists. Administrators, trainers, supervisors, and consultants are not eligible.

Nominees shall demonstrate exemplary service in each of six areas. Examples of exemplary service in each area include, but are not limited to:

- A. Service to Students.
  - i. Assesses educational and psychological strengths and needs of individuals and groups of children.
  - ii. Assists in the solution of the problems through counseling.
  - iii. Works with other specialists in planning and implementing individualized educational programs.
- B. Service to Teachers.
  - i. Helps plan educational programs based upon identified strengths, and needs of individuals or groups of children.
  - ii. Works toward the solution of management problems of students whose learning or adjustment disabilities interfere with classroom activity.
  - iii. Provides information and ideas on the application of psychological research and theory to the classroom activity.
- C. Service to Administrators.
  - i. Facilitates educational planning through research and consultation.
  - ii. Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state and federal sources.
  - iii. Provides in-service education for teachers and staff.
  - iv. Participates in the development and evaluation of programs and services.



- D. Service to Parents.
  - i. Provides parents with information about the educational and psychological strengths and needs of their children.
  - ii. Explores means by which parents and the school can work together more effectively to assist the child.
  - iii. Expedites referrals to other specialists and agencies when appropriate.
  - iv. Offers parent education programs concerned with child rearing and school-related topics.
- E. Service to Community Agencies.
  - i. Identifies children with special needs beyond the scope of school resources.
  - ii. Provides information and interpretations, which facilitate service to children.
  - iii. Serves as school representative to help others understanding school goals, needs, and operations.
  - i. Offers specialized educational programs and materials.
- F. Service to the Profession.
  - i. Is a member of CASP.
  - ii. Sees his or her work as a constant search for knowledge about human behavior, and uses such knowledge for the promotion of human welfare.
  - iii. Advances school psychology through the application of psychological knowledge to the problems of the schools with special attention to the interactions of the school system and the child.
  - iv. Governs his or her professional behavior by the Code of Ethics of CASP and NASP.
  - v. Participates actively in appropriate local, regional, state, and national professional organizations.

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## ENTRY AND SELECTION PROCEDURES

- A. In the Spring of each year, each region nominates candidates for the Outstanding School Psychologist award, following the CASP criteria. CASP affiliate groups, working with their CASP region representative, are the leaders in this effort, although any member in good standing may nominate for this award.
- B. A committee made up of the Region Representatives will rate nominees using a 1-5 rubric for each service area. Nominees receiving at least 85% of the points possible will receive the OSP Award. Region representatives do not vote in contests in the region they represent.
- C. Announcement/Award: All of the OSPs are introduced at the Annual Convention. CASP hosts a luncheon or dinner during the Annual Convention to honor the OSPs from each region. A certificate or plaque engraved with the psychologist's name, year, and region number is presented to the winner.
- D. Pins: Distinctive lapel pins will accompany each regional outstanding school psychologist award. The pins will show the CASP logo surrounded by a circular wreath. The OSP pin is silver.
- E. Recognition: An article in *CASP Today* either in conjunction with or immediately following the Annual Convention, as well as news releases to local media outlets.

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## EVALUATION CRITERIA

The six areas of exemplary service shall serve as the evaluation criteria, as shown in the rubric in Appendix C.

## CONVENTION

### GENERAL POLICY STATEMENT

The Executive Committee nominates a Convention Chair who will serve for three years. The Convention Chair, in consultation with the Executive Director, President, and President-Elect, selects Subcommittee chairs who are CASP members. The Convention chair and sub-committee chairs constitute the Convention committee. Subcommittee chairs may include:

- A. Keynote Speakers
- B. Workshops & Mini-Skills
- C. Papers and Posters
- D. Volunteers
- E. Student Volunteers
- F. Exhibit Hall
- G. Awards Chair
- H. Special Events

### PURPOSE

- A. The Convention Committee shall be responsible for the planning and coordination of the annual state Convention in order to provide members the opportunity to:
  - i. further continuing education through Convention workshops, papers, and symposia;
  - ii. meet and interact with the CASP Board and committee members;
  - iii. see new products that are available which include books, periodicals, tests, computer software and services; and
  - iv. facilitate the informal meeting with other school psychologists and professionals throughout the state.
- B. The goals of the convention committee shall be:
  - i. To hold an annual Convention at the time and place determined by the Board or Executive Director.
  - ii. To promote activities determined to be appropriate by the Convention Committee.
  - iii. To evaluate the Convention and make recommendations for future Conventions.

### RESPONSIBILITIES

- A. Convention Chair Responsibilities:
  - i. Appoints convention subcommittee chairs.
  - ii. Attend Convention meetings and other functions as requested by the President.
  - iii. Prepare officer and or/committee report for Convention issue of *CASP Today*.
  - iv. Determine the Convention program with the Convention Subcommittee Chairs, President, and Executive Director.
  - v. Prepare Welcome Message for Convention program.
- B. President's Responsibilities:
  - i. Appoint Convention Chair in consultation with the Executive Committee and ratified by the Board.
  - ii. Schedule Convention Chair on agendas at Board meetings, to provide updates.
  - iii. Determine guest list for Presidential reception. Consult with the Executive Director regarding food/beverage.

- iv. Plan and preside at General Business meetings. Deliver the Presidential Address.
  - v. Serve as designated liaison to the Convention Committee.
  - vi. Approve Convention theme, logo, colors.
- C. President-Elect's Responsibilities:
- i. Starts work with the Convention Chair and President to determine speakers, themes, special events and other aspects of the convention. This would begin soon after the president is elected president-elect (usually by April of the year prior to the convention held during their presidential term).
  - ii. Preside at a General Session and introduce the speaker.
  - iii. Continue to work with the Convention Chair on the Convention to be held during their presidential term.
- D. Immediate Past-President's Responsibilities:
- i. Preside at the Awards Luncheon.
  - ii. Remain available for consultation regarding the annual convention.

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## CONVENTION FISCAL POLICIES

- A. The Association shall retain fiscal control over all Convention monies.
- i. The Executive Director, during the budget planning process and timeline established by the Association, shall submit for approval a budget for the upcoming year's Convention.
  - ii. The Convention budget shall be included within the Association's annual budget and all financial policies of the Association shall be applicable to Convention operations.
  - iii. The Executive Director shall maintain fiscal control over the operations of the annual Convention, in the same manner as regular operations of the Association.

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## CONTRACTUAL AGREEMENTS

- A. Contracts with all speakers and presenters should include date of presentation, fee and any expenses negotiated, cancellation statement, audio-visual needs, title of presentation, signature of presenter and Executive Director, date signed by each party, and a statement regarding agreement to register for Convention unless otherwise negotiated.
- B. Honoraria shall be negotiated by the Executive Director for all half-day and full-day workshops.
- C. Should printing reimbursement costs be requested, the cost of duplication of handouts will be negotiated as follows:
- i. The most cost-effective means of duplication of materials will be determined by the Executive Director.
  - ii. If the presenter is responsible for duplication, CASP will reimburse the presenter as agreed in the speaker contract.
  - iii. If CASP is responsible for duplication, the original copy must be received in the CASP office at least one month prior to Convention. No addendum will be accepted. The cost of duplication of any handout received after this deadline will be the sole responsibility of the presenter.
  - iv. Handouts exceeding 25 pages will require separate negotiations between the Executive Director and presenter.
- D. All contracts, including but not limited to major speakers, workshop presenters, audio-visual, drayage and taping companies, should be negotiated by the Executive Director.

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## REFUNDS

- A. All requests for refunds must be in writing. All Convention refunds will be subject to a \$25 administrative fee per registrant. No refunds will be made on cancellation received after the Convention commences.
- B. In the event a workshop is canceled, one of the following will apply: if a chosen workshop has been closed because of insufficient sign-ups, the registrant will be contacted and asked for a second choice. If no choice is made, a refund will be mailed within six weeks after the close of the Convention.
- C. Grievances or complaints regarding live workshops will be considered on a case-by-case basis during the event. Although refunds will not be issued, all attempts will be made to place a participant in a concurrent workshop.

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## REIMBURSEMENT OF CONVENTION EXPENSES

- A. Complimentary hotel accommodations are provided for the President and Convention Chair(s), *if budget allows*. Accommodations for office staff and for major speakers will be provided by CASP.
- B. The subcommittee chairs may receive free registration to the convention, based on the recommendation of the convention chair, *if budget allows*.
- C. Subject to the wishes of the convention chair, a "Convention Wrap-up" meal function may be held. Convention Committee Sub-chairs are invited to this event. The meal and beverage expenses are paid by CASP *if budget allows*.

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## CONVENTION HANDBOOK

- A. The Association shall maintain a Convention Handbook designed to guide Convention and Sub-committee chairs in following successful Convention practices from the past as well as the traditions of the Association. The Executive Director shall provide each Convention Chair with a copy of the Handbook once their appointment is confirmed by the Board.
- B. The Handbook is not binding except to the extent that contents are specified in this Policy Manual regarding such matters as fee structures and other fiscal policies, contractual agreements, etc. However, Convention Chairs are strongly encouraged to use it as a foundation for their operations.
- C. Each Convention Chair shall be responsible for updating the Handbook, as needed and with input from Sub-committee chairs, in a timely manner following their Convention. It shall be the responsibility of the CASP staff to integrate updates and keep the Handbook current.

## PUBLICATIONS

### CASP TODAY

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## PURPOSE

*CASP Today* is the primary professional resource for the dissemination of a broad array of psychological, educational, and general information relevant to the profession of school psychology and matters of interest to the Association's members. In fulfilling this role, *CASP Today* will publish, in a timely manner, a diversity of items that are in the interest of all or a significant portion of the membership.

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## PUBLICATION SCHEDULE

Four issues of *CASP Today* will be published electronically each year. The Executive Director, with advice from the Editor, will develop an annual editorial calendar. The communications staff will develop production timelines as well as be responsible for the generation or solicitation of professional material and articles related to each theme. Special editions may be published when approved by the Executive Director.

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## DISTRIBUTION, SUBSCRIPTIONS AND COMPLIMENTARY COPIES

One copy of each issue will be distributed electronically to CASP members as a membership benefit. Subscriptions will be made available upon request, to any person or organization at a rate prescribed by the Board. Complimentary or promotional copies of *CASP Today* may be made available to individuals or organizations when it is in the interest of CASP. The list shall be coordinated by the Executive Director.

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## GUIDELINES

- A. *CASP Today's* primary audience is the membership of the California Association of School Psychologists. Ultimate responsibility for the selection of items for publication in *CASP Today* rests with the Editor and the Executive Director. For purposes of this policy, the Association's Executive Director shall be considered the managing editor; communications staff in cooperation with the Editor shall be the editorial editors. All articles submitted for publication must be complete, including graphics and/or photos, and be received on or before the announced deadline in order to be published. The criteria for selection of the issues, news events, legislation, personality sketches, research, letters to the Editor, position papers, announcements, reports, communications, advertising, editorial comment, etc., shall be timeliness, relevance, and of specific value to the CASP membership. Photographs, illustrations, cartoons and other graphic presentations are considered as editorial content, subject to relevancy, good taste, and publication compatibility.
- B. Materials received for the publication may be edited so that the content will conform to the space limitations, format requirements, or to improve clarity. Articles that have received substantive editing will be cleared with the author. Items that are too long, of questionable taste, not considered to be within the field of school psychology, require extensive editing, or considered more appropriate for a research journal publication may be returned to the originator. The Editor maintains the right to solicit editorial comments or reviews on all materials submitted to *CASP Today*. Position statements and other officially adopted CASP documents will not be edited.
- C. The Editor and communications staff are responsible for establishing publication goals and deadlines for submission of copy. Deadlines for the receipt of material will be published in each edition. Material received after the published deadline will be, if still current, held over for publication in the next edition. If an emergency or high priority item is received after the published deadline and it must appear in the current edition, previously approved articles may be dropped or delayed.
- D. Letters to the Editor are encouraged, as they often present concerns that are felt, but unvoiced, by members. *CASP Today* welcomes controversial issues. However, critical commentary and argumentative discourses must be presented fairly and tastefully. Letters to the Editor must be signed by the author but the name may be withheld from publication when requested. When multiple letters are received on a single topic, a sample response(s) may be printed as representative of the group.

- E. Submitted materials will be acknowledged.

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## DISTRIBUTION

The following policies are established in order to promote the widest dissemination of the professional information published in *CASP Today*, while at the same time maintaining control of copyrighted material and maintaining *CASP Today* as an important benefit of Association membership.

- A. *CASP Today* will be distributed electronically to all members of the Association. A subscription is a benefit of membership in all categories
- B. Individuals and groups may receive electronic subscriptions of *CASP Today* at no cost because of their importance to the children of California and the Association. The Executive Director and the CASP President may decide who would receive the free subscriptions.
- C. Annual Subscriptions to *CASP Today* are available to individuals/institutions by calling the CASP office or through EBSCO.

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## REPRINTING

- A. Permission is granted to all other state school psychology Associations' newsletters to reproduce any article, providing the original source and author are credited. Newsletters and other publications that represent the interests of the educational and psychological community may be granted permission to reprint *CASP Today* articles at the discretion of the Executive Director and/or the President.
- B. Use of reprints of *CASP Today* articles for non-CASP fundraising enterprises is prohibited without the express permission of the CASP Board.
- C. School Psychology trainers and training programs are urged to encourage their students to become student members of CASP and receive *CASP Today* directly rather than reprinting articles for their students or classes. CASP recognizes the contributions of *CASP Today* as a resource of timely issues that are of interest and importance to students in training.

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## CONTEMPORARY SCHOOL PSYCHOLOGY

- A. To augment the professional publications of the Association and provide the membership with an additional source of information and education on selected topics of relevance to school psychologists, *Contemporary School Psychology* is published. The journal includes select and invited research-related papers on a variety of topics critical to the profession. Published quarterly, *Contemporary School Psychology* is available as a member benefit.
- B. The Editor works with the Editorial Advisory Board to plan the content of *Contemporary School Psychology* and solicit articles for publication. The editor and the editorial advisory board also provide editorial oversight of the publication and direction to staff on the material to be included in the publication.
- C. The Editor works under a contract with the Association, renewed according to the contract's terms. The Editor, in conjunction with the publisher, appoints the Editorial Advisory Board, made up of trainers, working school psychologists, school psychology graduate students, and others as required by the publisher.
- D. *Contemporary School Psychology* is published under contract. The association pays the publisher according to the contract. Nonmembers may contact the publisher for access to articles. A limited number of paper copies are produced for CASP's use.

## POSITION PAPERS

### POSITION PAPERS COMMITTEE

The CASP Position Papers Committee is charged with managing revisions to position statements on a routine basis, consulting with strategic liaisons for new position statements, and serving as an information source for CASP members regarding position statements.

### MEMBERSHIP

The chair of the Position Papers Committee is appointed by the President and ratified by the Board. The Chair and President will confer to nominate additional individuals to serve as committee members. All committee members must be current CASP members.

### RESPONSIBILITIES OF THE CHAIR AND COMMITTEE

- A. Develop and implement a consistent format for all CASP position statements, in consultation with CASP staff to adhere to brand standards.
- B. Develop and carry out a procedure for the periodic review, revision, and sunseting for CASP position statements and/or resolutions.

### STEPS FOR THE CREATION, REVISION, AND RE-ADOPTION OF POSITION STATEMENTS

The Position Papers Committee is responsible for overseeing the creation, revision, and re-adoption of position statements according to the following procedures:

- A. Determine the need to create or revise a position statement and the level of revision necessary. CASP members can suggest position statement topics through their Region Representatives or other CASP Board Members.
- B. The committee chair, in consultation with committee members and the President, appoints a lead author with expertise in the topic. For revised statements, the chair contacts the previous lead author, and/or members of the prior writing team, to determine interest in contributing to the revision of the position statement. For new statements, committee members identify CASP member(s) with expertise in the topic who may be able to serve as lead authors.
- C. If the paper is a revision the committee chair (or liaison from committee) will provide the writing team chair with a copy of the current position statement, the format for CASP Position Statements, and a listing of expectations for the entire process. The writing team chair(s) should also be given information regarding the degree of revision the Position Papers Committee feels is necessary for a successful revision.
- D. The lead author develops a writing team of CASP members (members to be determined in consultation with the Position Papers Committee) who also have knowledge of the topic area related to the position statement. All writing group members must be current CASP members.
- E. The lead author then works with a designated member of the Position Papers committee (committee liaison) to develop the position paper. The Position Papers Committee liaison provides the writing team with the format for CASP Position Papers and expectations for the process and establishes timelines with the writing team chair for the various steps of the project. Once developed the paper is reviewed by all committee members. Committee members review the drafts and determine if the draft is ready to be sent for additional review or action by the CASP Board.

- F. The final committee draft is sent to the CASP Board for review a minimum of two weeks prior to a scheduled Board meeting. If the Board has no revisions, or if revisions are limited to minor, non-substantive items, the paper may be voted on at the first reading. If the Board has substantive revisions, those must be submitted to the Position Papers committee within one week of the first reading. These revisions will be addressed by the committee, in conjunction with the writing team, and the paper will be submitted for a second and final reading. The paper will be voted on at this reading.
- G. After the Board votes to adopt a position statement, the position statement will be placed on the CASP website. Papers may also be printed in CASP Today.

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## POSITION STATEMENT FORMAT

The purpose of CASP position statements is to articulate policies and practices that CASP supports as an organization, and to provide a succinct, evidence-based rationale for these positions.

- A. The position statements must be written to be understandable and convincing for a diverse audience, including practicing school psychologists, policy makers, researchers, faculty in school psychology programs, and the general public.
- B. Position statements are generally 1,500 to 1,750 words in length. Topics requiring more length may be developed into white papers or resource papers.
- C. Each position statement has a brief title that clearly describes the essential issue that is addressed in the position statement.
- D. The first paragraph of the position statement describes the policy or practice that CASP supports, in three to four sentences.
- E. Next, a rationale is provided for the position that CASP is taking. This rationale can draw upon logical arguments, historical facts and information, theoretical bases, ethical and professional standards, recommended best practice, and empirical research that is relevant to the issue. Because CASP strongly endorses the scientist-practitioner model for school psychological services, citation of methodologically sound empirical research is almost always prominent in approved CASP position statements.
- F. Next, the position statement should describe the 'Role of the School Psychologist' relative to the position that CASP is endorsing.
- G. The position statement should conclude with a brief, one paragraph (three to four sentences) summary.
- H. Most approved CASP position statements cite facts, figures, and arguments in the rationale of the position.
- I. Until approved by the CASP Board all drafts of position statements will carry the following header: "D R A F T: This is a draft of a proposed position statement of the California Association of School Psychologists. It has not been approved by the CASP Board and, given its draft status, should not be disseminated, quoted or cited by any person except as part of its review and revision within CASP."
- J. The names of the CASP members who served on the writing group that authored the position statement are listed in alphabetical order at the end of the statement, as follows:

Acknowledgement of position statement writing group members: Author 1  
(Writing Team Chair), Author 2, etc.

- K. Once a position statement is approved by the CASP Board, it will be posted on the CASP website.



- A. All articles written for *CASP Today* and *Contemporary School Psychology* have a CASP copyright. They may be reproduced in accordance with the Policies of the Association.
- B. From time to time the Association causes to have written documents that are not articles for *CASP Today* or that are based on compilations of *CASP Today* materials. These documents are wholly owned by the Association, which will copyright all such documents, duly acknowledging the authors, editors and contributors. The Association may give permission for these documents to be copied or otherwise reprinted on an individual basis upon recommendation of the Executive Director.
- C. This policy shall not prevent the Association Board from entering into other mutually agreeable arrangements with authors prior to publication of documents by CASP.

## WEBSITE

- A. The CASP website is another form of communication between the Association and its members. It is used to update members on current issues, while allowing nonmembers to keep abreast of CASP and school psychology issues.
- B. Content of the CASP web site is determined by the Executive Director in consultation with the communications and website staff. Suggestions are welcome from members of the Board of Directors as well as CASP members.
- C. Banner advertisements are not allowed on the CASP website. The only advertisements allowed are for CASP services and events. Links to Corporate Members are allowed.

## LOGO AND LETTERHEAD

### LOGO

- A. The CASP logo, and any association marks, are property of the California Association of School Psychologists, Inc. It is used to identify the association. Use of the logo is protected under state and federal laws.
- B. The CASP logo may be used only by the association for association activities, services, and products.
- C. Members do not have the right to use the CASP logo as an endorsement of their companies or their companies' products or services and may not use it on their products. Corporate members may use the CASP logo only to indicate that they are corporate members. Members will indemnify and hold the association harmless for any damages, including attorney's fees, incurred by the member as a result of use of the logo.

### LETTERHEAD

The CASP letterhead is the official stationery of the organization. Its use is for official purposes only. Board members may use CASP letterhead for official business only with the consent of the Executive Director.

## MEMBERS

### MEMBERSHIP DUES

- A. Membership category determines the amount of dues a member pays annually.
  - i. A Regular Member pays \$155.00
  - ii. An Associate Member pays \$155.00
  - iii. A Student Member pays \$50.00
  - iv. A Retired Member pays \$65.00
  - v. An Honorary Life Member pays no dues.
  - vi. A Corporate Member pays \$1,000 if a for profit; \$700 for a nonprofit.
- B. Dues are required annually and become due one year after the member becomes a member.
- C. Methods of payment are as follows:
  - i. Direct payment in full.
  - ii. Payroll deduction.
  - iii. Additional payment frequencies may be made available by the Executive Director.
- D. The dues for hardship cases shall be determined by board policy.
- E. Changes in the amount of dues required shall be handled as follows:
  - i. In consultation with the Membership Committee, the Finance Committee shall prepare a recommendation for changes.
  - ii. The Board, meeting in regular session, shall accept, reject, or modify the recommendations of the Finance Committee.
  - iii. When changes have been made Association members shall be officially notified as soon as possible.

### REDUCTION OF FEES FOR HARDSHIP

A reduction of fees for membership dues and other activities of the Association may be granted on a case by case basis by the Executive Director and the Finance Committee.

## AFFILIATE ASSOCIATIONS

### PROCEDURES FOR APPLYING FOR AFFILIATE CHARTERS

- A. The authority for granting Affiliate Association Charters rests with the CASP Board. The responsibility for assisting prospective Affiliates to organize and meet the criteria for presenting requests for Affiliate charters to the Board rests with the appropriate Regional Representative.
- B. The President of a prospective Affiliate shall present a written request for an Affiliate charter to the appropriate Regional Representative, as shown in Appendix E. This request shall be accompanied by the following documentation: adopted Constitution and/or by-laws, the geographic boundaries of the Affiliate, the names of all officers, and a current membership list, including address, phone number, place of employment, and CASP membership status for all members (to be verified by staff). The proposed membership list must include at least twenty proposed members.
- C. Within one month of the receipt of the request and complete documentation, the Affiliate Representative, in consultation with the CASP President, Region Representative for the

prospective Affiliate's area, and the Executive Director, shall determine if the prospective Affiliate meets all the criteria.

- i. If the prospective Affiliate meets all the criteria, the Region Representative shall inform its President, in writing, and present the request for Affiliate charter to the CASP Board at its next regularly scheduled meeting.
  - ii. If the prospective Affiliate does not meet one or more of the criteria, the Region Representative shall inform its President, in writing, of which criteria are not met. The Regional Representative shall report the status of the prospective Affiliate to the CASP Board at its next regularly scheduled meeting. The Region Representative shall continue to assist the prospective Affiliate in meeting all the criteria. Other CASP officers, committee chairs, and staff may also be called on to support the Regional Representative in this task.
- D. The Region Representative shall report the progress of the prospective Affiliate at every subsequent CASP Board meeting until a charter is granted or the request withdrawn, in writing, by the President of the group.

#### CRITERIA FOR GRANTING AFFILIATE CHARTERS

- A. The goals and/or purposes of the Affiliate, as stated in its Constitution and/or By-laws shall be consistent with those of CASP.
- B. The Constitution and/or By-laws of the Affiliate shall require that the Board members of that Association be members of CASP.
- C. The Constitution and/or by-laws of the Affiliate shall endorse the CASP Code of Ethics and Professional Practices for School Psychologists.
- D. The Constitution and/or by-laws of the Affiliate shall state that the Affiliate agrees not to claim the endorsement of CASP for any communication, action, or activity without the prior approval of CASP.
- E. The Affiliate must evidence a willingness to participate in the regularly scheduled activities of CASP which are held for Affiliates, their officers, and members.
- F. The Affiliate shall in no way restrict its potential members from joining other CASP Affiliates or any other professional organizations.
- G. The geographic location of the Affiliate shall not overlap with existing Affiliates without the expressed consent of the existing Affiliates and the CASP Board. Geographic boundaries are determined by school district and/or county boundary lines and may include more than one district or county.
- H. At least fifty-one (51) percent of the Affiliate's regular members shall be members of CASP and the Affiliate is encouraged to maintain at least that percentage. The Affiliate shall submit a member list to CASP annually for the purpose of monitoring this percentage.
- I. All chartered Affiliates shall have their compliance with these criteria reviewed at least every five years by the appropriate Regional Representative assisted by the CASP staff, with a subsequent report to the Board.
- J. All chartered Affiliates shall adopt a name which includes "association of school psychologists."
- K. Affiliates shall be separate legal entities from CASP. They may be organized as an Unincorporated Association, or incorporated.

#### AFFILIATE ASSEMBLIES

- A. Communication between the CASP Board and the Affiliates, as well as between the various Affiliates, is regarded as essential to the purposes of the Association. In order to facilitate

this communication and promote the development of leadership at both local and state levels, the Affiliate Presidents, Regional Representatives, and Affiliate Representative shall meet periodically as an Affiliate Assembly.

- B. The primary goal of the Assembly shall be to provide a forum for Affiliate officers to communicate directly with members of the CASP Board, to present their concerns and opinions, to share best practices, and to allow for direct dissemination of CASP board actions and concerns to the Affiliate leadership.
- C. Convening the Assembly shall be the responsibility of the Affiliate Representative.
- D. The Affiliate Assembly shall be convened no less than four times each year. Assembly meetings shall be in conjunction with CASP events whenever possible.
- E. To encourage maximum affiliate participation at Assembly meetings, the budget of the Affiliate Representative may include money to assist presidents of affiliates with small budgets to attend. The money shall be used to assist the affiliate in reimbursing the hotel expenses of the President or President-Elect who otherwise would be unable to attend the meeting. Affiliates will be encouraged by the Affiliate Representative to plan their own budgets so that the expenses of their President or President-Elect can be covered by the affiliate.
- F. Affiliate Presidents are encouraged to bring other Affiliate officers and leaders to Assembly meetings.

## PERSONNEL

### GENERAL POLICY STATEMENT

- A. Through its personnel policies the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all available positions.
- B. The Board and the Executive Director shall encourage the staff to participate cooperatively in the study and recommendations of policies to adhere to high standards of service.
- C. All policies shall be in writing. The Executive Director shall establish personnel policies, making them available to all concerned.

### EXECUTIVE DIRECTOR

#### ADMINISTRATIVE OPERATIONS

- A. The Executive Director shall be responsible for informing the Board of any changes, additions, or deletions of policies and/or procedures which appear necessary and recommending a proposed course of action for the consideration of the Board.
- B. As an aspect of employee orientation, the Executive Director shall inform each employee of their decision-making authority relative to the performance of their particular assignment(s).

#### OTHER EMPLOYEES

- A. The Executive Director shall determine the personnel needs of the Association and locate suitable candidates.
- B. Supervision and direction of Association staff will be the responsibility of the Executive Director.
- C. All personnel shall be provided with a copy of the Association's Employee Handbook.

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## CONTRACT PERSONNEL

- A. The Executive Director may contract with individuals to provide such services as legislative advocacy, accounting, bookkeeping, consulting services as directed by the Board of Directors, legal opinions, and representation.
- B. Contract personnel report to, take direction from, and are supervised and evaluated by the Executive Director.

## MODIFICATION OF POLICIES

### MODIFICATION OF POLICIES

Statements of policy and accompanying procedures may be changed, added to or deleted by action of the Board.

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## PROCEDURES

- A. Any elected officer or committee chair may submit a written request to a member of the Executive Committee, in which is detailed a proposed change in a current policy and procedure. Such proposed change, deletion or addition shall include existing policy and the proposed modification, as well as a rationale for such modification.
- B. The Executive Committee shall review the proposed modification in light of current practice and, within 60 days of receipt of such proposal, submit proposed modifications to the Board and Executive Director for first reading. Information regarding action for or against the proposal will be reviewed by the Executive Director at the time of the first reading.
- C. Final decision on the proposed modification shall be by majority vote of the Board on second reading unless the emergency action policy is enacted at first reading.

## APPENDIX A: BOARD COMMITMENT FORM

As a member of the Board of Directors of the California Association of School Psychologists, I will:

- Perform my duties so as to honor the trust of the membership that elected me.
- Comply with all applicable statutes and regulations applying to non-profit organizations and the terms of the Articles of Incorporation, the bylaws, and the policies adopted by the Board.
- Protect the interests of the California Association of School Psychologists as determined by its Board, its mission, and prudent business practice.
- Refrain from using my position on the Board for my own personal advantage or the advantage of any special interests inside or outside of the association.
- Preserve the confidentiality of private corporate information to which I become a party as a member of the Board.
- Refrain from asserting authority as a Board member except when participating in a meeting of the Board or as the Board delegates to me.

I accept my personal responsibility to:

- Attend the meetings of the Board and of Board committees to which I have accepted appointment.
- Review all information and materials sent to me in connection with board business, and to provide to the Board my best attention and judgment.
- Conduct myself so as to reflect credit on the association and the Board of Directors.
- Respect the integrity and abilities of my fellow Board members and strive to advance the unity and harmony of the Board.
- Tender my resignation from membership on the Board if I am, or become, unable to serve in accordance with the provisions of this code, which is sustained by the powers of the Board under the Bylaws.

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Signature

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Date

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Printed Name

## APPENDIX B: DIRECTOR & OFFICER CONFLICT STATEMENT

|                                                                                                                                                         |                                                                                                                                                                                         |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Name                                                                                                                                                    | Date                                                                                                                                                                                    |           |
| Position                                                                                                                                                |                                                                                                                                                                                         |           |
| <b>Initials</b>                                                                                                                                         | <b>I affirm the following:</b>                                                                                                                                                          |           |
|                                                                                                                                                         | I have received a copy of the CASP Conflict of Interest Policy.                                                                                                                         |           |
|                                                                                                                                                         | I have read and understand the policy.                                                                                                                                                  |           |
|                                                                                                                                                         | I agree to comply with the policy.                                                                                                                                                      |           |
|                                                                                                                                                         | I understand that CASP is tax-exempt and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. |           |
| Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with CASP? | <b>Yes</b>                                                                                                                                                                              | <b>No</b> |
| If yes, please describe it:                                                                                                                             | _____                                                                                                                                                                                   | _____     |
| If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?                                                      | _____                                                                                                                                                                                   | _____     |
| In the past, have you had a financial interest, including a compensation arrangement with CASP, as defined in the Conflict of Interest policy?          | _____                                                                                                                                                                                   | _____     |
| If yes, please describe it, including dates:                                                                                                            |                                                                                                                                                                                         |           |
| If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?                                                      | _____                                                                                                                                                                                   | _____     |
| Are you an independent director, as defined in the Conflict of Interest policy?                                                                         | _____                                                                                                                                                                                   | _____     |
| If you are not independent, why?                                                                                                                        |                                                                                                                                                                                         |           |
| Signature                                                                                                                                               | Date                                                                                                                                                                                    |           |

## APPENDIX C: OSP AWARD WORKSHEET

|          |        |
|----------|--------|
| Nominee  | Region |
| Reviewer | Region |

Before you complete any of the ratings, please read through the nomination materials for each nominee. After you have read the documents for every nominee, please use the following scale to rate each nominee in each of the six areas.

| <b>Evidence of Criteria</b>                                                                                                                                                                                                                                                     | <b>Score</b>   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Service to Students: assessment of individual needs, counseling, collaboratively working to assist students                                                                                                                                                                     | _____          |
| Service to Teachers: Planning IEP's, applying psychological research & Theory into the classroom                                                                                                                                                                                | _____          |
| Service to Parents: consultation/advise parents, coordination of referrals to support agencies, parenting education                                                                                                                                                             | _____          |
| Service to Community: identifying student needs beyond school services, links school goals/objectives to community, offers specialized programs to community                                                                                                                    | _____          |
| Service to Administrators: facilitating educational planning, helps with design, preparation and evaluation of proposals, participation in development and evaluation of programs                                                                                               | _____          |
| Service to the Profession: continuing to update personal knowledge/skills, advances school psychology through the application of psychological knowledge, governed by high code of ethics, participates in local, regional, state or national level of professional involvement | _____          |
| <b>Total</b>                                                                                                                                                                                                                                                                    | _____<br>_____ |

### Scoring Guide

- 1 – Evidence of service typically provided by school psychologists
- 2 – Evidence of service beyond that which is typically provided
- 3 – Evidence of service beyond that which is typically provided; service is through a non-leadership role
- 4 – Evidence of service beyond that which is typically provided; service is not a formal leadership role but demonstrates leadership
- 5 – Evidence of service beyond that which is typically provided; service is provided through a leadership role.



## APPENDIX D: MICHAEL GOODMAN AWARD WORKSHEET

Please for each category use a 5-point scale with 5 being the ideal for this category and 1 being the lowest or minimum for the category.

| <b>Applicant</b>                                                                                                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|
| Identification of the problem                                                                                                        |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Clearly state the hypothesis, questions, or objectives                                                                               |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Preview of related literature                                                                                                        |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Demonstration of appropriate research design                                                                                         |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Review of research procedures                                                                                                        |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Results of data analysis strategies                                                                                                  |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Conclusions and Implications                                                                                                         |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Did research paper clearly relate to the practice of school psychology?                                                              |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Was study original, not an analysis of another project. Meta-analysis is permitted if data is re-analyzed.                           |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Study must answer research question(s) that are new and not examined previously. They can be same question interpreted in a new way. |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 3-page summary not including cover page.                                                                                             |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Papers must follow APA standards.                                                                                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| <b>Total</b>                                                                                                                         |   |   |   |   |   |   |   |   |   |    |    |    |    |

**APPENDIX E: APPLICATION FOR AFFILIATE CHARTER**

Name of Proposed Affiliate: \_\_\_\_\_

President: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Proposed Members: \_\_\_\_\_ Number of CASP Members: \_\_\_\_\_

Proposed Geographic Area:  
\_\_\_\_\_

|                                                         | Yes   | No    |
|---------------------------------------------------------|-------|-------|
| Are all proposed board members CASP members?            | _____ | _____ |
| Are at least half of the regular members CASP members?  | _____ | _____ |
| Do the geographic boundaries overlap another affiliate? | _____ | _____ |

*Note: Per the CASP Bylaws and Policies, Affiliate board members must **all** be CASP members. At least 50% of the regular membership must also be CASP members. Geographic boundaries may not overlap another affiliate. The affiliate name must include "Association of School Psychologists."*

Required Attachments Checklist

\_\_\_\_\_ Proposed Bylaws

\_\_\_\_\_ Membership List

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Region Representative Certification

I have reviewed this application and documentation and verify the group's qualifications for charter as an official affiliate of the California Association of School Psychologists.

\_\_\_\_\_  
Region Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature