

CONSTITUTION MANITOBA ASSOCIATION OF SCHOOL PSYCHOLOGISTS, INC.

I. NAME

1. The name of the Association shall be the Manitoba Association of School Psychologists, Inc.

II. OBJECTIVES

1. The objectives of the Association shall be:
 - i) to promote and support school psychology in Manitoba,
 - ii) to develop a network of communication among practitioners of school psychology in Manitoba,
 - iii) to encourage and provide for professional growth and continuing education among members of the Association, and
 - iv) to promote the presentation of information to educators and the public regarding school psychology and educational issues.
2. The Association shall be non-profit and nonpartisan in its activities.

III. MEMBERSHIP

1. There shall be **four (4) categories** of membership:
Full charter members. Affiliate members, and Student members. Full charter members shall have all the benefits of membership including the right to vote at all meetings of the Association and to hold elected office. Affiliate members shall have all the benefits of membership except the right to vote or to hold elected office. Student members shall also have all the benefits of membership except the right to vote or to hold elected office.
- A. Qualifications for membership shall be:
 - 1) **Full charter member;** membership in this category shall be open to suitably trained practitioners in the field of school psychology, including the following:
 - i) those certified in Manitoba to provide school psychology services to a school system.
 - ii) those suitably trained in the field of school psychology but not currently practicing.

The definition of "those suitably trained in the field of school psychology" shall be set down by the Membership Committee.
 - 2) **Affiliate member:** membership in this category shall be open to practitioners in school psychology or an allied profession who do not meet all the requirements of Full charter membership.
 - 3) **Student member:** membership in this category shall be open to graduate students in psychology at a recognized university.
 - 4) **Retired Member:** membership in this category shall be open to: those suitably trained in the field of school psychology and have retired from practice. Retired members shall also have all the benefits of membership except the right to vote or to hold elected office.
- 2) Persons seeking membership in the Association can either mail-in an application with fees and supporting documents to the Membership Committee (the application is available for download from the MASP website) or complete the online registration and fee payment on the MASP website. Continued membership will require the online applicant to provide the appropriate supporting documents within a time limit determined by the Membership Committee
- 3) An annual fee for each category of membership for the fiscal year shall be established by the Executive, to be ratified at a General Meeting.

IV. MEETINGS

1. The Annual General Meeting of the Association shall be held once each year as soon as possible following the end of the fiscal year. The Secretary shall give each member written notice at least four (4) weeks prior to the date of the meeting.
2. In addition to the Annual General Meeting, regular general meetings shall be held at such times and locations as determined by the Executive Board.
3. Special general meetings may be called by members of the Association by a petition addressed to the Secretary. The petition must bear the signatures of a least ten (10) members of the Association. The Secretary shall give each member of the Association written notice of a special general meeting at least two (2) weeks prior to the date of the meeting.
4. No substantive or procedural matter shall be transacted at any general meeting unless a quorum of thirty percent (30%) of the Full charter membership is in attendance. Both substantive and procedural matters shall be decided by majority vote of the members present and, in the case of an equal vote, the President shall cast a second and deciding vote in addition to his/her original vote.
5. The Executive Board of the Association shall hold at least eight (8) Executive Board meetings annually, the dates and locations of which shall be announced on the Association website. Any member is eligible to attend an Executive Board meeting.
6. A quorum for meetings of the Executive Board shall be fifty percent (50%) of its members. For voting purposes at these meetings, decisions shall be confirmed by a simple majority of those Executive Board members in attendance. Each committee shall have one vote. In the case of an equal vote, the President shall cast a second and deciding vote in addition to his/her original vote.
7. Executive Board members must attend seventy-five percent (75%) of meetings. Where they cannot attend in person, arrangements will be made to attend using technological means (e.g. conference call; web conferencing). Failure to do so may result in the Executive Board requesting that the Executive Board member tender his or her resignation.

V. OFFICERS AND ELECTIONS

1. The Executive Board of the Association shall be the Past-President, President, Vice-President, Secretary, Treasurer, two (2) Executive Members-at-Large and Chairpersons of the Standing Committees.
2. Elections shall be held at the Annual General Meetings for the Executive positions of President, Vice-President, Secretary, Treasurer, and two (2) Executive Members-at-Large.
3. One Chairperson of the Standing Committees shall be appointed by the elected members of the Executive Board at or before the first Executive Meeting following the Annual General Meeting.
4. The term of office for the Executive positions of Past-President, President, Vice-President, and Executive Member-at-Large shall be one (1) year. The term of office for the Executive positions of Secretary and Treasurer shall be two (2) years. The term of office for the position of Past President shall be 1 year (with a 2nd year at the discretion of the Board, should the Past President position be vacant at that time).
5. The Secretary shall send out to all members of the Association call for nominations to all elected positions not later than six (6) weeks prior to the date of the Annual General Meeting. Deadline for receipt by the Secretary of such nominations shall be not later than two (2) weeks prior to the date of the Annual General Meeting.
6. Any member in good standing may be nominated in writing by two (2) other members of the Association with the consent of the nominee.

7. Nominations may also be received from the floor by two (2) other members of the Association at the Annual General Meeting for any elected position.
8. Elections for office shall take place by secret ballot in the order listed in Section V.2. The candidate receiving the largest number of votes for each position shall be declared elected and shall assume office at the close of the Annual General Meeting.
9. In the case of a tie for the largest number of votes, those candidates who are tied shall be given three (3) minutes each to express their views to the membership and another vote shall be taken involving these candidates.
10. Any or all Executive Board Members may be removed by special resolution at any general meeting and requires a simple majority vote to pass. Nominations and elections of a replacement to fill the position for the remainder of the term shall take place immediately following the passing of such a motion.
11. Offices left vacant by resignation during the year may be filled by appointment by the Executive Board for the balance of the year.
12. The **President** shall be the chief officer of the Association and shall preside at all general meetings and at meetings of the Executive Board. He/She shall perform all duties incident to the office and he/she shall have such other powers and duties as may from time to time be assigned to him/her by the Association. He/She shall be a member ex-officio of all committees. As a committee member he/she takes direction from the Executive Board.
13. The **Past-President** shall provide guidance and advice to the Executive Board and shall have such other powers and duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.
14. The **Vice-President** shall preside at all general meetings and at meetings of the Executive Board in the absence of the President. He/She shall have such other powers and duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.
15. The **Secretary** shall issue or cause to be issued notices of all general meetings and of meetings of the Executive Board. He/She shall be responsible for taking minutes of all meetings of the Association and the Executive Board and shall be responsible for making all records of the Association available to any member of the Association at any time upon receiving reasonable notice from the member. He/She shall also undertake any other duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.
16. The **Treasurer** shall be responsible for receiving and depositing all monies paid to the Association in whatever Bank the Executive Board may order. He/She shall properly account for the funds of the Association and keep such books as may be directed by the Executive Board. He/She shall present a full detailed account of receipts and disbursements to the Executive Board, whenever requested, and shall present a duly audited financial statement to the Annual General Meeting each year, a copy of which shall be submitted to the Secretary for the records of the Association. He/She shall also assume such other duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.
17. The **Executive Member-at-Large** shall assume such duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.

VI. COMMITTEES

1. The Standing committees of the Association shall be as follows:
 - i) Membership
 - ii) Publications and Communication
 - iii) Issues
 - iv) Website
 - v) Professional Development

vi) Student

2. Other committees of the Association may be established from time to time as deemed necessary by the Executive Board.
3. Committees report to the Executive Board on a regular basis, and take direction from the Executive Board.
4. Where a committee chairperson and vice chair is unable to attend a meeting of the Executive Board, they will provide a report to the President who will in turn share the report with the Executive Board.
5. Committees may be dissolved, or suspended for a time period, as deemed necessary by the Executive Board.

VII. FINANCES

1. The fiscal year of the Association shall begin on April 1st and shall end on March 31st of each year.
2. Annual dues are payable May 31st.
3. The books, accounts and records of the Association shall be reviewed at least once annually by one of the following as approved by the Executive Board as auditors of the Association:
 - i) Any two members of the Association, one of whom is not on the Executive Board and excluding the Treasurer as approved by the Executive Board as auditors of the Association
The reviewed financial statement shall be presented to the Annual General Meeting by the Treasurer.
4. No member of the Association shall receive remuneration for performance of his/her duties to the Association except for disbursements or expenses properly incurred on behalf of the Association.
5. The Executive Board shall have power to approve any single expenditure not in excess of \$4,500.00.
6. The signing officers of the Association, with respect to bills of exchange, shall be two (2) of either the Treasurer, the President or Vice-President. Two (2) signatures are required to issue payments or withdraw funds.

VIII. REVISION OF CONSTITUTION

1. The Constitution of the Association herein may be amended by resolution passed at an Annual General Meeting by a two thirds (2/3) majority of those members voting.
2. Written notice of revisions of the Constitution must be provided to members of the Association not later than six (6) weeks prior to the Annual General Meeting.
3. Dates of Revision to the Constitution will be documented in the following format YYYY-MM-DD and corrections to previous dates of revision will be made in this format, effective 2017-05-18

2017-05-18
2016-05-20
2014-05-14
2005-12-17
2004-05-19
2002-05-27
1992-05-22
1090-11-28
1986-06-13
1984-01-31
1983-10-14