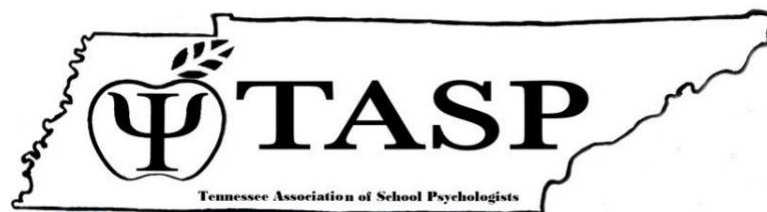


TENNESSEE ASSOCIATION OF SCHOOL PSYCHOLOGISTS



Constitution and Policy Manual

Revised: August 17, 2017

TENNESSEE ASSOCIATION OF SCHOOL PSYCHOLOGISTS

CONSTITUTION AND POLICY MANUAL

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Introduction

During the 1983-84 fiscal year, TASP revised, and gained member approval of its Constitution/By-Laws. The Constitution & Policy Manual Review Committee included Pat Shockley (Chair), Tom Fagan, Esther Rohr, Barbara Thomas, and Mary Alice White. This sixth constitutional revision was significant in that it substantially reduced the length of the document, and created a provision for the writing of a policy manual. That was accomplished and the last revisions to both documents were made in 1990. According to the revised constitution, the TASP Executive Board was empowered to make changes in organizational policy at its discretion without the necessity of gaining member approval through mail ballots or other procedures.

The policy manual has been revised on a regular basis with the most recent revision completed on July 15, 2017.

The policy manual is ordered consistent with the revised constitution. The primary purpose of the manual is to provide clarification as necessary to constitutional provisions, and to establish clear policies for the day-to-day operation of the association. This edition of the manual includes clarifications and matters of previous policy taken under consideration by the Constitutional and Policy Manual Review Committee (CPMRC). It is considered a working edition, from which the TASP Board can decide to provide greater clarifications, deletions, additions, etc. as deemed necessary in the future. Those constitutional provisions, for which no specific policy has been set, have been identified ("No Policy").

CONSTITUTION

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this organization shall be the Tennessee Association of School Psychologists (TASP).

Section 2. Purpose

The purpose of the organization shall be:

- a. to promote equitable and quality educational opportunities for all persons by actively advocating the allocation of necessary resources, legitimate reforms in organizational and curricular patterns wide dissemination and utilization personnel;

- b. to stimulate interest in and a better understanding of the role of psychology in the schools among professionals and other interested groups;
- c. to share ideas, techniques, and research which will help promote the professional competency and scientific growth of school psychologists;
- d. to assist in the promotion of professional and ethical standards for the practice of school psychology in Tennessee;
- e. to promote positive mental health in the school.

ARTICLE II: MEMBERSHIP

The membership of the Association shall be composed of the following categories:

- Regular Member
- Sustaining Member
- Student Member
- Retired Member
- Honorary Life Member
- Affiliate Member

The Executive Board shall create other categories of membership as deemed necessary for the operation of the Association.

ARTICLE III: OFFICERS

Section 1. Terms of Officers

The officers shall be a president, immediate past-president, president-elect, secretary, treasurer, and regional representatives corresponding to the administrative/geographic divisions of the State as determined by the Executive Board. The president, president-elect, and regional representatives shall serve two year terms beginning with the 2018 elections. The secretary and treasurer shall serve two year terms and shall be elected in alternate years, with the secretary being elected in an even year and the treasurer being elected in an odd year.

Section 2. Duties of the Officers

President: The president shall serve as chief representative and spokesperson for the organization. He/she shall conduct all organizational meetings, appoint committee chairs, serve ex-officio to all committees, and shall be responsible to carry out all policies and decisions of the Board and the membership.

President-Elect: The president-elect shall serve the organization with responsibilities over all program planning and other executive responsibilities as required to assist the president. In the absence of the president, the president-elect shall act in his/her stead. He/she shall become president at the close of his/her term of office as president-elect.

Immediate Past-President: The immediate past-president shall have responsibility to work with area representatives and committee chairpersons in orientation to their responsibilities and in coordinating their efforts to carry out their responsibilities to the organization. Additionally, he/she is charged with the duty to assure that the functions of the Nominations and Elections Committee are carried out as designated in the policy manual.

Secretary: The secretary will have primary responsibility for recording and disseminating minutes of all executive board and business meetings of the organization. He/she will disseminate appropriate communications as requested by the president and/or the board.

Treasurer: The treasurer has the primary responsibility of developing and maintaining budgets, collection, dispersal, and reimbursement of all funds of the Association. He/she has the responsibility to provide a report to the executive board on the status of the organizations' budget as requested by the president.

Section 3. Regional Representatives

The regional representative has the primary responsibility to represent the membership in his/her area according to the policy manual.

Section 4. Executive Board

The executive board shall consist of the president, the president-elect, immediate past-president, the secretary, the treasurer, and the regional representatives. It shall be the duty of the executive board to facilitate the activities of the organization. In the event one of the elected officers is unable to serve, the executive board shall appoint a successor to serve until the next annual election at which time a successor shall be elected. In the event a regional representative is unavailable to serve, the president shall appoint a member in good standing in that region to conduct a selection process to secure an interim regional representative to serve until the next regular election.

The state delegate to the delegate assembly of the National Association of School Psychologists shall be an ex-officio member of the board. Representatives of other groups who have specific responsibilities related to school psychology shall at the discretion of the executive board be appointed as consultants to the board.

Section 5. Employees

The Association may employ from time to time, such professional, paraprofessional, and support staff as may be needed to accomplish the purposes of the organization. Said employees are hired only with the approval of the executive board and are supervised by the current TASP president.

ARTICLE IV: COMMITTEES

Section 1. Terms of Committee Chairpersons

The committees of this organization shall consist of such standing committees or chairpersons as are provided by this constitution, and such ad-hoc committees as may be authorized by the executive board, or by the membership at any duly constituted meeting. Committees shall serve for the term of the president. Ad-hoc committees, as the president shall deem necessary, may be appointed by the president. These special committees shall exist no longer than the term of the president.

Section 2. Appointment of Committee Chairpersons

All standing committee chairpersons shall be appointed or reappointed by the incoming president with the approval of the executive board.

Section 3. Standing Committees

The standing committees shall be as follows:

- a. Membership Committee
- b. Nominations and Elections Committee
- c. Constitution and Policy Manual Review
- d. Ethics and Professional Standards
- e. Legislative Activity
- f. Convention
- g. Public Relations and External Affairs
- h. Newsletter
- i. Professional Development and Continuing Education
- j. Fiscal Affairs
- k. Awards
- l. Past-Presidents Council
- m. Social Media

The committee chairpersons shall be responsible for conducting the business of the committees as defined in the policy manual and in the constitution.

ARTICLE V: MEETINGS, ELECTIONS, AND VOTING ON ISSUES

Section 1. Business Meeting

The organization shall hold at least one business meeting per year.

The time, date, and place of this meeting shall be at the discretion of the executive board.

Section 2. Annual Election

The annual election shall take place at least 6 weeks prior to the beginning of each fiscal year or as provided in the policy manual.

The Nominations and Elections Committee shall call for nominations from the membership, prepare a slate of nominees for each office, and conduct the elections. Each nominee for president-elect shall present a succinct statement reflecting his or her objectives for the Association.

Section 3. Issues of Import

On issues of import to the general membership, including elections, voting shall be by electronic submission via TASP website or other TASP Board approved electronic method, by mail, or by a plurality of those present and voting at a business meeting provided notice of those issues shall have been sent to the general membership by mail at least two weeks prior to the meeting. In this latter case, members may assign their proxy to the area representative provided they do so in writing. In the case of mail votes, the Elections Committee shall conduct this voting process and the tallying of these votes. The opinion of the plurality of those members returning a ballot shall decide an issue. In the case of electronic submission via TASP website or other TASP Board approved electronic method, the Elections Committee shall conduct this voting process and review the tally of votes. The opinion of the plurality of those members returning a ballot shall decide an issue.

Section 4. Voting Members - No Policy

A voting member is one who is in good standing and non-delinquent in dues payment as defined in the policy manual.

Section 5. Fiscal Year - No Policy

The fiscal year of this organization shall run from July 1 to June 30.

ARTICLE VI: DUES

All dues, fees, and assessments for this organization shall be determined by the executive board, with the approval of the membership as defined in the policy manual.

ARTICLE VII: POLICY MANUAL

There shall be a policy manual which shall contain operational policies and procedures of the organization and which must be approved and amended by a majority of the executive board.

ARTICLE VIII: PROCEDURAL RULES

Section 1. Amendment of the Constitution

This constitution may be amended in the manner stipulated in Article V, Section 3. A majority of votes cast shall be needed to amend.

Section 2. Robert's Rules of Order

Robert's Rules of Order-Revised shall prevail in situations not covered by the constitution.

ARTICLE IX: LIMITATIONS AND DISSOLUTION

Section 1. Limitations

The Association shall be nonprofit, non partisan, and nonsectarian in its purposes and activities.

Section 2. Dissolution

The Association shall use its funds only to accomplish the objectives and purposes specified in the constitution, and no part of said funds shall insure to, or be distributed to the members of the Association. On dissolution of the Association, any funds remaining after the payment of all debts shall be distributed to one or more not-for-profit corporations with goals similar to this one or to one or more regularly organized charitable, educational, scientific, or philanthropic organizations to be selected by the executive board.

POLICY MANUAL

ARTICLE I: NAME AND PURPOSE

The purpose of this manual is to provide more detailed explanation and clarification of the constitutional provision.

This document is the policy manual referred to in Article VII of the constitution.

Mission Statement

The mission of TASP is two-fold: (1) to promote the educational and mental health needs of all children, youth, and adults, and (2) to promote the interests of and to advance the professional excellence of school psychology. To fulfill this mission, TASP provides a variety of services to different constituent groups.

Education and Mental Health Needs of Children, Youth, and Adults

Advocating for the needs of children, youth, and adults, and promoting quality services requires applying our knowledge base to educational and mental health programs, increasing public awareness, and influencing legislative and regulatory policy. TASP achieves these goals by:

- a. advocating the allocation of necessary resources, legitimate reforms in organizational and curriculum patterns, and wide dissemination and utilization of psychological knowledge by educational personnel;
- b. sharing ideas, techniques, and research regarding education and mental health practices with school psychologists and others;
- c. supporting research on educational and mental health needs and services;
- d. influencing public policy in education, psychology, and mental health;
- e. seeking to expand public awareness of the educational and mental health needs of all persons;
- f. developing position statements on and action plans for selected educational and mental health issues;
- g. collaborating with other professionals and advocacy groups on these issues.

Advancing the Profession of School Psychology

Representing and advancing the professional specialty of school psychology involves establishing appropriate standards, promoting the interests of school psychology, and working to secure conditions that enhance its effectiveness. Professional advocacy for these purposes includes:

- a. stimulating interest in and a better understanding of the role of psychology in the schools;
- b. developing and promoting model standards for ethics, training, credentialing, and practice;

- c. seeking to have these standards adopted by appropriate state groups, endorsed by policy makers and utilized by school psychologists in their daily practice;
- d. interpreting standards in applied situations as necessary;
- e. developing positions on and action plans for selected professional issues to influence policy and practice at state, and local levels;
- f. influencing legislative and regulatory policy relating to professional standards and issues;
- g. providing information and materials to assist school psychologists both in developing educational and mental health programs and in the development of the professional specialty;
- h. providing testimony and/or other support for state legislation and policies that conform to TASP standards, advance the professional specialty, and enhance services to children, youth, and adults.

TASP collaborates with many groups in mutual goals attainment and seeks to be responsive to member needs. Continual self-evaluations monitors the Association's objectivity, organizational health and management, fiscal soundness, and achievement of goals.

The TASP Five Year Plan which is based on the Mission Statement shall be reviewed and, if needed, revised annually. The Planning and Organizational Development Committee shall have responsibility for coordinating this review.

ARTICLE II: MEMBERSHIP

Categories of Membership Defined:

- a. A Regular Member meets one or more of the following criteria:
 - 1. holds a credential in school psychology from the State Board of Education and/or the Tennessee Board of Examiners in Psychology,
 - 2. is providing psychological services to the schools as defined by the State Board of Education,
 - 3. is directly involved in the academic preparation of school psychologists in an accredited training program for the preparation of school psychologists,
 - 4. has administrative responsibilities directly and specifically related to the utilization of psychological services in the schools.

Verification of professional status may be requested in one or more of the following forms:

- 1. A photocopy of the state certificate or license;
- 2. A letter from the superintendent, Director, or Supervisor;
- 3. A letter from the dean or department head.

- b. A Regular Member may be elected or appointed to serve in any position of the TASP governance structure.
- c. Sustaining Membership is granted to those regular members who contribute fixed amounts in excess of regular dues in order to provide special support for the Association. The amount of excess contribution shall be \$5.00 or more.
- d. A Student Member is one who is actively engaged one-half time or more (minimum 6 semester hrs. or its equivalent per semester) in a program leading to an initial credential as a school psychologist or to an advanced degree in school psychology. The student member status includes persons in a school psychology internship; but it does not include students who are pursuing studies while employed full time in school psychological work. The status may be granted for no more than 5 years, and requires annual verification of the student's status by the student's academic advisor. Student members are not eligible to serve as an officer of TASP but may serve as regional representatives or in other governance positions.
- e. A Retired Member is one who has retired from remunerative school psychological work on a full-time basis. Dues for retired members shall be 50% of those for regular membership. Retired members are eligible to serve in any governance structure position.
- f. Honorary Life Membership is granted only with the approval of the executive board upon recommendation and documentation of the person's outstanding contributions to the field of school psychology. The recipient need not be a member of TASP nor engaged in the practice of school psychology. This category of membership shall be dues free. Honorary Life members are eligible to serve in any governance structure position only if they qualify for regular membership.
- g. An Affiliate Member is a person who does not meet one or more of the criteria for a regular member, but who is involved in professional activities related to the mental health and education of children and youth, and whose application for membership has been reviewed and approved by the executive board. The applicant must submit an application including a summary description of relevant professional activities and a recommendation for membership from a regular member in good standing of TASP. Dues for Affiliate Membership shall be 50% of those for regular membership. Affiliate members are not eligible to serve as officers, regional representatives, or committee chairs in the governance structure. They may be appointed to serve in other capacities.
- h. Other Policies:
 - 1. All categories of members, except affiliate members and honorary life members who are not also qualified for regular membership shall have the right to vote.
 - 2. A regular member may be granted Leave of Absence Status for a maximum of two consecutive years during periods when he/she is unemployed or otherwise unable to be employed in a capacity that would qualify him/her for regular membership. The person must have held regular member status for a minimum of two years and provide

documentation of his/her current occupational status. Leave of Absence status is granted only with the review and approval of the executive board. The major factors in such a decision are the regular member's reasons for and conditions of unemployment, and financial ability to maintain regular member status. Dues for Leave of Absence status shall be 25% of those for regular membership. Leave of Absence members are eligible to serve in any governance structure position.

Renewal notices are to be sent out by June 30 with a second notice sent prior to September 1. The membership/renewal application will be included in the summer newsletter.

Upon recommendation of the Ethics & Professional Standards Committee, a member may be expelled from TASP for violation of the written Code of Ethics. A majority vote of the TASP Board is required for expulsion. Such votes are discussed and taken only in closed meetings of the Board.

ARTICLE III: OFFICERS

Section 1. All terms of office begin July 1st

Section 2. Duties of the Officers

President: In addition to those responsibilities provided for in the constitution, the president serves as the chief officer of the Association with ultimate decision making responsibility on several matters related to the business of TASP. She/he also serves as the primary spokesperson of the TASP and thus has considerable responsibility for the professional and public image of the Association. The President's responsibilities include:

- a. oversee and coordinate organizational operations;
- b. establish meeting times, places and agenda for the four Board meetings
- c. preside over board and general business meetings;
- d. maintain regular communication with other officers and members of the Board;
- e. appoint standing and ad hoc committee chairs;
- f. assist in establishing committee and organizational goals and facilitate their accomplishment;
- g. establish liaison relationships with other groups and organizations;
- h. handle correspondence from other groups, TASP members, the state department of education, consumers, etc.;
- i. maintain communication with the state department of education;
- j. provide direct/indirect consultation and assistance on matters pertaining to the fall and spring conventions;

- k. maintain communication with NASP and the NASP delegate;
- l. provide presidential messages for the TASP Newsletter;
- m. work with regional representatives to facilitate TASP goals at the regional level;
- n. at the end of his/her term, support and assist the incoming president in order to ensure a smooth transition.

President-elect: In addition to those responsibilities identified in the constitution, the president-elect's duties include:

- a. serving as a member of the Convention Committee;
- b. serving as a member of the Fiscal Affairs Committee;
- c. prior to assuming office as president, prepare a TASP leadership directory, including all officers, regional representatives, committee chairpersons, and ex-officio board members.

Immediate Past-President: In addition to those responsibilities provided for in the constitution, the past-president supports and assists the incoming president in order to ensure smooth transition. The Past-president may serve as a committee chair in addition to the Nominations and Elections Committee tasks if appointed by the President.

Secretary: In addition to those responsibilities listed in the constitution, the secretary is expected to maintain a file of Association correspondence, minutes, committee and other reports as part of the Association's historical records at the conclusion of each fiscal year. To facilitate meetings of the TASP board, the secretary shall bring a complete set of Association minutes to each board and general business meeting.

Treasurer: In addition to those responsibilities listed in the constitution, the treasurer has the responsibility to oversee all financial matters of TASP. The Treasurer shall bring financial records for the current year to all board and general business meetings.

Past Treasurer: The outgoing treasurer will remain on the Fiscal Affairs Committee for one year and will train the new treasurer. This will be a non-voting position, but reimbursement will be made for attendance at board meetings.

Section 3. Regional Representatives

There shall be eight (8) regions with the following names: East Tennessee, First Tennessee, Northwest, Southwest, Mid-Cumberland, South Central, Upper Cumberland, and Southeast; the regional boundaries are established by the board and appear on the membership form.

The responsibility of the Regional representative consists of two major roles:

- a. Coordinate TASP regional activities within the geographic district specified by the board. This role may include any of the following:

1. plan, attend and conduct regional meetings;
 2. provide information to the region's members regarding association/board policy, activities, etc.;
 3. promote membership at local and regional levels;
 4. prepare a census of persons providing school psychological services in the region;
 5. work with local organizations in planning programs;
 6. participate in public awareness/relations regarding school psychology and TASP;
 7. serve as a regional contact person for other persons in the state and other regional representatives;
 8. provide leadership which encourages TASP participation and enthusiasm among the members of the region;
 9. develop social ties directed particularly toward those members working in isolation, private practice, or small groups.
- b. Serve as representative to the TASP Board. This role may include:
1. attendance at all TASP Board Meetings;
 2. serve in the reciprocal capacity of presenting to the Executive Board issues/concerns/suggestions from the membership and vice versa;
 3. serve as a committee chair or member when called upon;
 4. serve as a committee liaison at the regional level;
 5. serve as a contact person through whom other organizations may have input to the Board;
 6. promote committee and association activities in the region;
 7. facilitate the gathering of the names of members willing to take an active part in TASP through holding office, committee chair or other positions.

Section 4. Executive Board

The Executive Board consists of the following officers: (1) President, (2) President-Elect, (3) Immediate Past-President, (4) Secretary, (5) Treasurer, and (6) One Regional Representative from each designated region (8 regions total).

The Board will meet four times per year.

A quorum shall consist of a minimum of 7 Executive Board members (a simple majority), one of whom must be the President or President-Elect. A quorum must be present in order to conduct business.

For purposes of voting, one vote is assigned to each officer and region. Proxy votes must be submitted in writing to the presiding officer prior to, or at the time of the meeting. Committee Chairs, since appointed by the current President and not elected by the members, are not considered voting members of the Executive Board.

Voting rights at the Summer Transition Board meeting are assigned to the incoming board members.

Finances

a. Authority:

The authority of officers and chairpersons to approve financial commitments shall be restricted to the approved budget allotment for that committee or office. The reallocation of funds shall require the approval of the executive board. No member of the Association shall contract, or cause to be made in the name of the Association, any debt for any reason whatsoever without the specific and proper authorization of the executive board. The treasurer and one other executive (voting) board member shall be authorized to disburse funds on behalf of the Association. Only one signature is required.

b. Audit:

An annual audit shall be made of the financial records before or at the summer board meeting. Two members shall be appointed by the president to conduct the audit.

c. Reimbursements:

Reimbursements shall be made only after a TASP reimbursement form has been completed and authorized by the committee chairperson or officer. Receipts shall be required for all reimbursements except meals and mileage travel expenses. Requests for reimbursements must be made within 60 days of the expenditure, except that no payments for the previous fiscal year will be made after July 31st. All board members who have paid their membership dues will be eligible to apply for and receive duly authorized reimbursements.

1. Travel: Executive Board members (including one regional representative per region) and Committee Chairpersons invited by the President will be reimbursed for attendance at quarterly board meetings. For board meetings held in conjunction with state conferences (usually Fall and Spring), reimbursement will be made for one night's lodging, one-way mileage, and one day's meals (breakfast, lunch, dinner). For board meetings held independently (usually Summer and Winter), reimbursement will be made for one night's lodging, roundtrip mileage, and one day's meals (breakfast, lunch, dinner). At a minimum, the schedule for travel reimbursement shall coincide with the State Department of Education approved rates for meals, mileage, and lodging.

Committee Chairpersons and the current President must authorize the travel expenditures for members of a committee who attend a board meeting.

During Summer transitional board meetings, reimbursement may be made for both the newly elected and outgoing officers/representatives at the discretion of the Board.

2. Convention Registration: At the discretion of the convention chair(s) and president-elect, waivers of fees may be provided for presenters, registration workers, and participating convention committee members. Convention fees will also be waived for executive officers including president-elect, past president, secretary, treasurer, and president.
3. NASP Dues: These will be reimbursed for the sitting TASP president.

Removal of Officers: The TASP board has the authority to remove officers. Reasons for removal may include: (a) failure to perform the majority of responsibilities of the office; (b) moving out of state; or (c) documented violation of ethical standards.

Regional representatives may be removed by the Board upon petition of the membership in the representative's region. The basis for such petition shall be presented in writing, along with the signatures of at least one-third of the regional membership. In the event that a regional representative is removed the President shall appoint a member in good standing in that region to conduct a selection process to secure an interim regional representative to serve until the next regular election.

Section 5. Employees

Any person employed by TASP must have a written contract stipulating responsibilities and amount of reimbursement.

ARTICLE IV: COMMITTEES

Section 1. Terms of Committee Chairpersons

Purpose: Address issues or needed actions as identified by the president and approved by the executive board.

Responsibilities: Will be specified by the president at the time the committee is established.

Section 2. Appointment of Committee Chairpersons

The duties and responsibilities of committee chairs and members cease at the end of each fiscal year unless the chair is reappointed by the incoming president and the members of the committee reappointed by the incoming chair.

Section 3. Standing Committees

Each standing and ad hoc committee chair shall (a) attend or be represented at all executive board meetings and leadership training sessions, (b) prepare committee goals related to the Five-Year Plan, (c) prepare an annual budget and account for all committee expenses, (d) prepare a written report of committee activities for each board meeting, (e) and inform the membership, through the newsletter, of committee activities.

A. Membership Committee:

1. Purpose: The primary purpose of the Membership Committee is the acquisition of new members to TASP in accordance with the policies for membership categories stated in the policy manual, Article II. The committee also serves to facilitate the maintenance of membership through coordinated efforts with the Treasurer for procedures of dues collection, and the periodic review of Association categories, procedures and fees for membership. The committee shall be responsible for conducting an annual membership drive.
2. Responsibility: The committee has the primary responsibility to administer and implement policies of the organization as related to membership. These include:
 - a. collection of dues and maintaining records on membership status
 - b. providing paid members with a membership card (Copies of the Constitution, Policy and Procedures Manual, TASP Ethical Standards and Adjudication Procedures, membership directory and the most recent newsletter will be available on request);
 - c. providing renewal notices to current members as per the policy manual;
 - d. publish and disseminate a membership directory every even numbered year which lists membership by region, and alphabetically for the entire State, officers, regional representatives and committee chairpersons (A Leadership Directory will be published every year. These directories shall be ready for dissemination prior to the fall convention);
 - e. present membership reports at each board and business meeting;
 - f. provide the convention chairperson, the Nominations & Elections chairperson and the newsletter editor current and revised member lists and addresses for inclusion in the TASP mailing list;
 - g. work with regional representatives in acquiring new members and assuring the renewal of current members;
 - h. provide committee chairs with names of persons who have indicated interest in serving on a particular committee.

B. Nominations and Elections Committee:

1. Purpose: The primary purpose is to coordinate the annual elections for statewide and regional offices to the executive board according to the Policy Manual stipulations. The committee also has responsibility for reviewing its procedures and making recommendations to the EB regarding matters of policy and procedures which require its consideration. The committee may be called upon to assist in handling special referenda as requested by the Board.

2. Responsibilities: Most of the responsibilities and activities are specified in the Policy Manual. The committee shall also review its procedures annually and make appropriate recommendations to the board as needed. A brief, annual report shall be sent the president regarding the activities of the committee and the results of the annual elections.

C. Constitution and Policy Manual Review Committee:

1. Purpose: The primary purposes are to maintain, update, and interpret the constitution of the organization and to provide a vehicle for clarification of existing policies and the constitution as deemed necessary for the day-to-day operation of the Association.
2. Responsibilities:
 - a. to maintain an updated revision of the policy manual at all times consistent with the actions of the Executive Board;
 - b. to alert the president/members of the executive board when there is a conflict between any policies passed by the board and the constitution;
 - c. to clarify policy for the membership as requested or needed;
 - d. to provide the necessary drafts of constitutional revisions or amendments submitted to the membership for a vote;
 - e. to provide the Membership chairperson with an updated revision of the constitution and of the policy manual to be included in the membership packet;
 - f. the chairperson of the committee shall serve ex-officio as Parliamentarian for the executive board.
 - g. the chairperson of the committee will be the TASP Historian

D. Ethics and Professional Standards Committee:

1. Purpose: To develop and promote a high level of standards for professional practice.
2. Responsibilities:
 - a. to develop and/or recommend standards for professional practice as needed;
 - b. to initiate and promote professional discussion on practice standards and ethical behavior;
 - c. to provide methods for continuing education in areas of professional standards and ethical problem solving;
 - d. to provide opinions on possible ethical problems;
 - e. to process ethical complaints with an emphasis on the education of professionals and the public (Adjudication will be used only when an educational approach is unsuccessful).

E. Legislative Activity Committee:

1. Purpose: To be involved with all aspects of national and state legislative activity and rule making as they pertain to school psychology and/or education.
2. Responsibilities:
 - a. to monitor legislative and rule making activities at the state level;
 - b. to stay informed of legislative and rule making activity at the national level;
 - c. to maintain liaison with the NASP Governmental and Professional Relations Committee and any other relevant groups;
 - d. to inform the TASP membership of relevant legislative and rule making activities at both the state and national level;
 - e. to recommend and coordinate efforts to influence relevant legislative and rule making activities at both the state and national level.

F. Convention:

1. Purpose: To plan, coordinate, and promote TASP's fall and spring conventions.
2. Responsibilities¹:
 - a. to select sites, hotel facilities, and dates for conventions;
 - b. to set schedules and determine needs for small and large group speakers and activities;
 - c. to solicit topics and/or speakers from Professional Development and Continuing Education Committee and general membership, etc.;
 - d. to conduct the call for papers and posters;
 - e. to negotiate with prospective speakers concerning topics, formats, fees, lodging and travel expenses, audio-visual needs, abstracts, and vitae;
 - f. to coordinate publication of dates, registration materials and programs;
 - g. to solicit involvement of exhibitors and make all necessary arrangements;
 - h. to make hotel and travel arrangements for speakers and/or guests;
 - i. to coordinate conference plans with hotel contact person;
 - j. to develop budget for conference expenses.

G. Public Relations and External Affairs:

1. Purpose: To promote the image of TASP and the profession of school psychology through committee activities at the state and regional level. Activities are also coordinated with national efforts.

¹ Details are outlined in the Convention Manual.

2. Responsibilities:
 - a. design activities to promote effective public relations via contacts with other professional organizations, civic groups, school personnel, students, parents, mental health facilities, and other groups or persons involved in activities related to mental health and education for children;
 - b. develop new means of stimulating interest in, and a better understanding of the role of psychology in the schools-- particularly among the general public.
- H. Newsletter Committee:
 1. Purpose: To compile and circulate a quarterly newsletter for TASP.
 2. Responsibilities:
 - a. to solicit and review relevant and timely materials such as announcements, position and issue papers, etc. from a variety of sources;
 - b. to establish and publish a policy and procedure for submission of material to be printed in the newsletter;
 - c. to compile and coordinate typing and printing of the newsletter.
- I. Professional Development and Continuing Education:
 1. Purpose: To promote and coordinate activities for continuing education and professional development of members through an organized program of continuing education.
 2. Responsibilities:
 - a. the chair will participate as a member of the Convention Committee;
 - b. provide pre-convention workshops which meet NASP standards for continuing education credit;
 - c. provide continuing education certificates for TASP-sponsored workshops and conventions.
 - d. TASP is approved by the National Association of School Psychologists to offer continuing education for school psychologists and maintains responsibility for this program.
 - i. In order to receive full CPD credits through TASP, the attendee must arrive on time, remain for the duration of the NASP approved session (as documented by the sign-in/sign out sheet), and complete the evaluation form. Partial credit will not be given.
 - ii. Attendees will receive a certificate documenting the total number of CPD credits for the session. A \$50.00 fee will be charged in the event a replacement certificate is issued.
- J. Fiscal Affairs:

1. Purpose: To oversee financial matters of TASP and to advise the Executive Board on fiscal matters. The committee shall include: the treasurer, who shall serve as chairperson, the president, president-elect, and two other members appointed by the chairperson.
2. Responsibilities:
 - a. shall submit a proposed budget at the summer board meeting;
 - b. solicit committee chairpersons for amendments to the proposed budget prior to the fall board meeting;
 - c. review any other fiscal matters at the request of the executive board.

K. Awards:

1. Purpose: The primary purpose of the Awards Committee is to honor those members of the Association for their outstanding achievements. These achievements may relate to the profession of school psychology as a whole or to service to the Association.
2. Responsibilities:
 - a. Secure eligible nominations for the recipient of the annual Beth Stokes Best Practices Memorial Award (see Appendix A for nomination materials and instructions) and present them to the board for final approval.
 - i. Award recipient must be a practicing school psychologist who spends the majority of their time providing direct services to students, teachers, and parents in a school-based setting (trainers, researchers, and administrators are not eligible)
 - ii. Award recipient must be a current member of TASP at time of nomination (NCSP credential and NASP membership are desired but not required)
 - iii. The deadline for nomination submissions will be May 15th and will reflect achievements made during the previous fiscal year
 - iv. Award will be presented at the Fall Conference/Institute
 - v. Award will include a plaque, paid membership for the subsequent year, paid registration for the conference at which the award is presented, and a \$100 cash award.
 - b. work with university trainers to secure nominations for the recipient of the annual William Ballard Award (see Appendix B for nomination materials and instructions). The chairperson's final recommendation will be presented to the board for final approval.
 - i. Award recipient must be enrolled in a TN School Psychology training program
 - ii. Award recipient must be a current member of TASP at time of nomination (exemptions may be made for senior students who may be completing an internship or employment outside the state of TN)

- iii. The deadline for nomination submissions will be May 15th and will reflect achievements made during the previous fiscal year
 - iv. Nominations may only be made by university training program faculty
 - v. Award will be presented at the Fall Conference/Institute
 - vi. Award will include a plaque/certificate, paid registration fee for the conference in which the award is presented, and a \$100 cash award
 - vii. Nominee may be either a doctoral or a nondoctoral student. **Nondoctoral** students should be starting his/her internship sometime within the calendar year of the school year the award is being presented (e.g. the award is being presented in the fall of 2012, the student should enter internship in the fall of 2012 or winter going into 2013). **Doctoral** candidates should have 2 years of graduate work completed and be entering their 3rd year, or more, of study in a doctoral program (to clarify - this should allow for the nominee to have completed 2 years of graduate work in order to make an solid impression on the faculty). An award will be granted for both a doctoral candidate and non-doctoral candidate. Each program may submit a nomination for both a doctoral and non-doctoral award.
- c. Consult with the President regarding service recognition of all TASP Board members
 - d. Performs other duties and responsibilities as assigned by the President and/or at the request of the Executive Board.

L. Past-Presidents Council:

- 1. Purpose: To provide TASP a vehicle for maintaining the involvement and expertise of past Association leadership to facilitate the decision-making process in TASP when called upon for input. The Council consists of all Past-Presidents.
- 2. Responsibilities:
 - a. hold an annual meeting of past-presidents during either the fall or spring convention;
 - b. provide advisement on matters brought to its attention by the board or other group (e.g. TASP governance structure, finance, etc.);
 - c. present matters of import to the board based on input sent to the Past Presidents Council or based upon its own deliberations (e.g. member raised concerns, other professional group activities that suggest changes needed in TASP, etc.).

M. Social Media Committee

- 1. Purpose: to promote the image of TASP and the profession of school psychology through social media

2. Responsibilities: develop and maintain social media contacts

N. Archives Committee:

1. Purpose: The TASP board, upon recommendation of the president, shall appoint a historian for an unspecified term of service to chair the Archives committee.
2. Responsibilities:
 - a. maintain a historical record of TASP activities through minutes, reports, correspondence and other materials deposited annually by the secretary, and from sources internal and external to TASP;
 - b. the office of historian shall be ex-officio to the board and a non-voting position;
 - c. the historian attends board meetings when called upon to do so by the president.
 - d. the historian serves as chairperson of the Constitution and Policy Manual Review Committee

O. University Trainers

1. Purpose: The TASP Board, upon recommendation of the President, shall appoint a University Trainers liaison to serve as chair of the committee. The committee's purpose is to provide a link between university trainers at institutions throughout the state of Tennessee and the state school psychology association.
2. Responsibilities: solicit input from other university trainers in order to appoint a Student Representative to the TASP Board at least one month prior to the Summer transition Board meeting

P. Liaisons to the Executive Board

1. Purpose: The TASP Board, upon recommendation of the President, shall appoint liaisons to the board to serve as direct links of communication between this state organization and other relevant associations or departments, including the following: NASP (NASP-elected state delegate), School Psychology Graduate students (University Trainer-appointed Student Representative), TEA, TN State Department of Education, Mental Health Collaborative, TPA, TAPE, and SPAN Coordinator. Any person serving as a Liaison who is also a current member of TASP is eligible for reimbursement of appropriate TASP-related expenses.
2. Responsibilities:
 - a. to share relevant information between TASP and other organizations

ARTICLE V: MEETINGS, ELECTIONS, AND VOTING ISSUES

Section 1. Business Meeting

Business meetings shall be held in conjunction with the TASP Conventions.

Section 2. Annual Election

Guidelines Concerning the Responsibilities and Functions of the Elections Committee (Adopted by TASP Board April 18, 1976, April 26, 1979, and October 1980)

- a. The chairperson of the Nominations & Elections Committee shall be the TASP past-president.
- b. The past-president shall appoint to the Nominations & Elections Committee at least three (3) other members. The committee members should be informed that this committee must, by its nature and function, be able to convene and function as a unit. Committee members should express their willingness to serve under these conditions. (See Appendix G for overview of Elections timeline/procedures.)
- c. At the TASP fall or winter conference executive board meeting, the past-president should remind each regional representative to encourage his/her membership to make nominations for placement on the ballot for election of officers by February 1. Nomination forms will be printed in the newsletter and will also be available from regional representatives so each member will be given an opportunity to nominate for the state and regional offices. In addition, sample nomination forms are also found in Appendix C of this document. The past president will contact the persons nominated to be certain they are willing to have their names placed in nomination with the N&E Committee and to check their membership status. All nominations must be submitted in writing on the official nomination form and must be submitted to the N&E Committee Chair.
- d. The N&E Committee shall be responsible for contacting each nominee for statewide office for permission to place his/her name on the ballot and shall also be responsible for obtaining a statement of objectives (found in Appendix D) from each nominee for the office of president-elect. Each candidate for a statewide office shall be sent a brief biographical data form (Appendix D) when he/she is notified of his/her nomination, which would be sent with the ballot or placed in the newsletter. Regional representatives shall be responsible for determining eligibility and for obtaining permission to place the names on the ballot of nominees for representative within their own regions.
- e. The Membership chairperson shall prepare a list of members in good standing *as of March 1* and forward this list to the N&E Committee by March 15. The N&E Committee will prepare the final ballot (sample in Appendix E) by March 15 and provide it to the Webmaster for electronic set-up. Elections will be held online via the TASP website from April 1 – May 15. Paper ballots may be mailed to members who do not provide email addresses and subsequently cannot be

provided with personal usernames and passwords for the TASP website. Paper ballots are to be mailed to the membership by April 1 and must be return-postmarked by May 15.

- f. At least three of the N&E Committee members shall convene and count any paper ballots. The Chairperson will notify all persons who were nominated and included on the ballot of the results by June 1 (see Appendix F for sample).
- g. In the case of a numerical tie as a result of any election, the issue will be resolved by the TASP executive board at its next scheduled meeting.

Section 3. Issues of Import

Whenever the TASP board determines that an issue shall be voted by mail, the president shall be responsible for notifying the N&E Committee chairperson to prepare the ballots and conduct the voting. The board shall also provide a time schedule for the committee to follow whenever voting by mail.

Section 4. Voting Members - No Policy.

Section 5. Fiscal Year - No Policy.

ARTICLE VI: DUES

Dues for the Association will be set by the TASP Board.

ARTICLE VII: POLICY MANUAL

The policy manual will be reviewed annually by the Constitution and Policy Manual Review Committee.

ARTICLE VIII: PROCEDURAL RULES

Section 1. Amendment of the Constitution - No Policy

Section 2. Robert's Rules of Order

The chairperson of the Constitution and Policy Manual Review Committee will serve as the parliamentarian and will be provided a copy of the most recent revision of Robert's Rules of Order.

ARTICLE IX: LIMITATIONS AND DISSOLUTION

Section 1. Limitations - No policy

Section 2. Dissolution - No policy

APPENDIX A: The Beth Stokes Best Practices Memorial Award

The Beth Stokes Best Practices Memorial Award

School Psychologist of the Year

Tennessee Association of School Psychologists

Nominee Information

Name of candidate: _____

Address: _____

City: _____ State: _____ Zip: _____

Home or cell phone: _____ Work phone: _____

E-mail: _____

Job title: _____

Employer: _____

Full time employee: yes no

Current member of TASP? yes no

Current member of NASP? yes no

NCSP? yes no

Does the candidate understand the winner of the Best Stokes award will represent Tennessee as the nominee for the NASP Outstanding School Psychologist Award? yes no

Nominator Information

Name of nominator: _____

Are you a TASP member? yes no

Address: _____

City: _____ State: _____ Zip: _____

Home or cell phone: _____ Work phone: _____

E-mail: _____

Signature: _____ Date: _____

Nomination due by: May 15
The Beth Stokes Best Practices Memorial Award
School Psychologist of the Year

Tennessee Association of School Psychologists

Purpose

To identify and recognize an outstanding school psychologist and to increase public awareness of the profession. The recipient of this award will also be Tennessee's nominee for the NASP School Psychologist of the Year Award.

Who Can Nominate

Nominations can be made by anyone who knows the nominee and his/her level of professionalism.

Who is Eligible

Practicing school psychologists who spend the **majority** of their time providing direct services to students, teachers and parents **in school** settings and who are current members of TASP. Trainers, researchers, or administrators are *not eligible* for this award. The NCSP and NASP membership are desired, but not required.

Selection and Notification

The award chair will provide copies of all nomination materials to the TASP board members prior to the board meeting at which a final winner will be selected. The TASP board members will review materials, validate entries, and select a winner at the designated board meeting. All candidates will be informed of the outcome. The winner will be responsible for turning in the necessary materials to NASP for consideration as Tennessee's nominee for the School Psychologist of the Year Award. The candidate will be recognized during the awards ceremony at the Fall TASP or Mid-South convention and will be awarded a plaque/certificate, paid membership for the subsequent year, paid registration for the conference at which the award is presented, and a \$100 cash award.

Selection Criteria

1. Provides school psychological services in line with current TASP/NASP practice standards.
2. Performs job in exemplary manner
3. Earns respect of others
4. Has membership and leadership in local, state, and nation professional organizations

Materials

1. Nomination materials must be typed.
2. Nomination packets must contain:
 - a. Completed nomination form

- b. Nomination Statement: In one page, describe why the candidate should be considered for this award. Give specific examples in the following areas: data-based decision making; consultation and collaboration; student diversity; development of cognitive, academic, social and life skills; knowledge of schools and systems; prevention, crisis prevention and mental health; home/school and community collaboration; performs job in an exemplary manner; earns respect of others; has professional memberships and leadership.
- c. Candidate's Resume/Vita
- d. Letters of Support: These should be one page letters written by individuals knowledgeable about the candidate's capabilities (e.g., teachers, parents, students, colleagues, administrators, etc.). At least one letter must be from an individual in the candidate's school system. *No more than 5 letters of support should be included.*

3. All nomination materials must be sent in one envelope to:

TASP School Psychologist of the Year
Attn: Erica Roberts
201 Claybrook Lane
Cane Ridge, TN 37013

Questions? Please contact:

Erica Roberts
awards@tasponline.org OR erica.roberts.eds@gmail.com
phone (615) 406-2803

APPENDIX B: William Ballard Award

William Ballard Award

William B. (Bill) Ballard lived in Nashville at the time of his death (from an auto accident) on Saturday, August 25th, 1979. At that time, he was midway through his term as TAPS (as it was then called) Treasurer (1978-79 and 1979-80) and was employed in the Division of Psychology for the Metro-Nashville Schools. He had served the Nashville school system for 23 years, including 12 years with the psychological services division. He was a charter member of TAPS and had served as Membership Committee chair before becoming Treasurer. His involvement in school psychology and TAPS dates back to before 1970, and he was one of 12 persons who met in November 1970 to organize an association of school psychologists for the state of Tennessee. At its meeting of October 31, 1979, a memorial scholarship in the name of William Ballard was approved, along with a stipend of \$300, to be granted by the association. Annual scholarships were to be rotated among the training programs in the state. The first scholarship was granted in Spring 1980 in Crossville at the TAPS meeting at Fairfield Glade. Subsequent awards were to be granted at each Fall Conference or association meeting. Board decisions also held that a certificate would be given with the stipend and that the award be considered as given to the “outstanding student at that institution.” The first award was granted to the outstanding student at Ballard’s alma mater, Tennessee State University, and was then granted on a rotating basis in alphabetical order of the training programs. The order has been varied due to program closings over the years. The award has also been given in the spring in certain years due to scheduling conflicts with the Mid-South Conferences and lapses in implementation in a consistent manner. The procedure was changed in 1997, whereby nominations were solicited from each training program, and a winner chosen by vote of the program representatives. In the Spring 2012, the TASP Board voted and accepted that the winner be chosen by vote of TASP Board members in the Summer Board Meeting.

Procedures/Timeline for Soliciting Annual Ballard Award Nominees

Every existing training program is requested to submit one nominee each year, and the Ballard Award winner for that year will be selected from among those nominees. In the process of nomination and selection, each program is encouraged to involve students, as well as faculty. While only one overall winner each from both a doctoral and non-doctoral program (or more, in the case of ties) will be selected, all nominees will receive a certificate of recognition. The winner will receive a plaque/certificate, paid registration fee for the conference in which the award is presented, and a \$100 cash award.

The timeline for implementing this award is as follows:

<p>April 1</p>	<p>TASP Awards Chairperson sends a request for nominations to all program directors. Programs may submit one nominee each for the doctoral <u>and</u> non-doctoral awards. Each program director is asked to submit one nomination that includes (1) the nominee’s resume (limited to 2 typed pages) and (2) a one-paragraph rationale prepared by the training program director. These nomination materials are then mailed to the TASP Awards Chairperson, who is responsible for coordinating the award.</p>
<p>May 15</p>	<p>All nominations must be postmarked by this date. Once received, the Awards Committee Chairperson will compile the nomination materials of all submitted nominees and send a complete packet to TASP Awards Committee members, including one copy of the Composite Rating Form. Committee members will then complete the Composite Rating Form and return it to the Awards Chairperson.</p>
<p>June 30</p>	<p>All Composite Rating Forms must be postmarked by this date. Once received, the TASP Awards Committee Chairperson will review the submitted ratings and tabulate the winner.</p>
<p>July/Summer TASP Board Meeting</p>	<p>Awards Committee Chairperson will submit name of award winner to the TASP Board for final approval (by email, if necessary). Directors will be notified of the status of all nominees and the name of the winner. The award will be presented at the TASP Fall Conference/Institute, and the winner will be notified of his/her status and details of his/her prize.</p>

Ballard Award Criteria

1. Nominee must be a student member of TASP in good standing.
2. Nominee may be either a doctoral or a nondoctoral student. **Nondoctoral** students should be starting his/her internship sometime within the calendar year of the school year the award is being presented (e.g. the award is being presented in the fall of 2012, the student should enter internship in the fall of 2012 or winter going into 2013). Doctoral candidates should have 2 years of graduate work completed and be entering their 3rd year, or more, of study in a doctoral program (to clarify - this should allow for the nominee to have completed 2 years of graduate work in order to make a solid impression on the faculty). An

award will be granted for both a doctoral candidate and non-doctoral candidate. Each program may submit a nomination for both a doctoral and non-doctoral award. Nominee should be chosen on the basis of:

- a. Level of commitment to the field of school psychology
- b. Level of responsibility, professional attitude, social skills, and ethicality.
- c. Grade point average for all graduate work.
- d. Level of involvement in the school psychology program (e.g., assistantship, service to program committees, attendance at program functions, research meetings, etc.).
- e. Level of involvement in professional development activities (e.g., quality and quantity of research, attendance, or presentations at local/state/national meetings, service activities, etc.).
- f. Nominations should be sent to the Awards Committee Chairperson at:

Angela Massey
1179 Canaan Rd.
Columbia, TN 38401

Email questions to: awards@tasponline.org or masseya1@k12tn.net

Composite Rating Form

William Ballard Award Nominee Ratings

Please rate each nominee using a simple five-point rating scale (with 5 being the best) in each of the following areas:

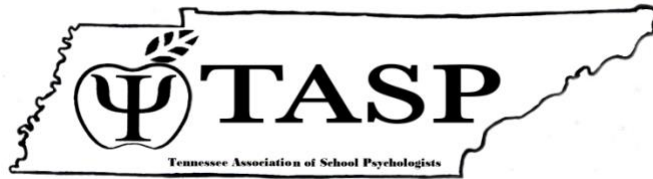
- a. Level of commitment to the field of school psychology
- b. Level of responsibility, professional attitude, social skills, and ethicality.
- c. Grade point average for all graduate work.
- d. Level of involvement in the school psychology program (e.g., assistantship, service to program committees, attendance at program functions, research meetings, etc.).
- e. Level of involvement in professional development activities (e.g., quality and quantity of research, attendance, or presentations at local/state/national meetings, service activities, etc.).

	Nominees	A	B	C	D	E
U of M						
MTSU						
TSU						
UTC						
UTK						
TTU						

DEADLINE IS JUNE 30th

Person completing this form: _____

APPENDIX C: Nomination Form



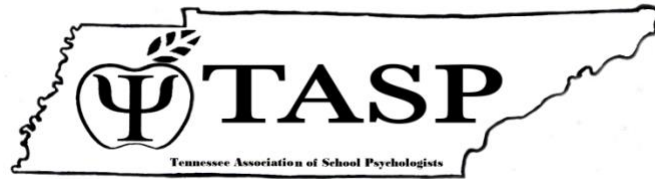
20XX-20XX Nomination Form

It is time to nominate board members for the 20XX-20XX fiscal year. This year, each member should vote for the following positions: (1) President-Elect, (2) Secretary or Treasurer, and (3) a Regional Representative. If you have questions about the duties of these positions, please visit the website for a complete list of tasks/responsibilities. Go to www.tasponline.org, logon using your provided username and password, and click on "Constitution and Policy Manual" under the Member Menu. Remember, all nominees must be current members of TASP as of December 31 and willing to serve on the board.

You may submit your completed Nomination Form to (insert N&E Committee Chairperson) at (insert corresponding email and street address). **All nominations must be postmarked by February 1.**

Office	Nominee	Nominee Contact Info
President-Elect		
Secretary/Treasurer		
Regional Representative Specify region: _____		

APPENDIX D: Elections Biographical Data Form



20XX-20XX Elections Biographical Data Form

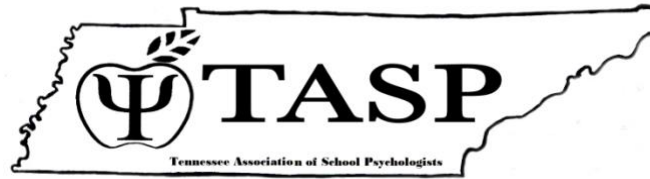
Congratulations on being nominated for a position on the TASP Board. Because your nominated position is elected by the entire membership (unlike regional representatives), we would like to provide voters with brief biographical information about you. Please complete this form and return it to (insert N&E Committee Chairperson) at (insert corresponding email and street address). **All Biographical Data Forms must be postmarked by March 1.**

Name	
Nominated Office	
Education (degrees/universities)	
Current Employer	
Years as a School Psychologist	
Relevant Experience	

For President-Elect Nominees ONLY

If you have been nominated for the office of President-Elect, we would also like to provide voting members with a brief description of your vision or objectives for TASP while in office. Please limit to less than one page, double spaced.

APPENDIX E: Elections Sample Paper Ballot



20XX-20XX Elections SAMPLE PAPER Ballot

It is time to elect your TASP Board for the 20XX-20XX fiscal year! Please select only one name per office (unless candidates for Regional Representative are running as Co-Reps). Also, only vote for Regional Representatives in your designated region. If you are unsure to which region you belong, you can consult the TASP website at www.tasponline.org and click on Membership to find a list of counties by region. As a cost-saving measure, we now primarily conduct our elections electronically via the TASP website. When you renew your membership (or anytime before then), please consider providing us with your email address so that we can assign you a username and password that allows you to access Members-Only content on the website, including our Elections features. You may return your completed paper ballot to (insert N&E Committee Chairperson) at (insert corresponding email and street address). **All ballots must be postmarked by May 15.** Thank you for your participation in selecting your next TASP Board!

President-Elect:

Secretary/Treasurer:

Regional Representative:

- Upper East:
- East:
- Southeast:
- Middle:
- Mid-Cumberland:
- Upper Cumberland:
- Mid-West:
- West:

APPENDIX F: Elections Results



20XX-20XX Elections Results

Below is a list of all the winners from our recent election. Congratulations to all of our new board members!

If you are new to an office, please consult your sections of the TASP Constitution and Policy Manual for more information regarding your roles and responsibilities. You can easily access this info on our website. Go to www.tasponline.org, logon using your previously provided username and password, and click on “Constitution and Policy Manual” under the Member Menu. The website also contains “helpful hints” for new Regional Reps, as well as a sample budget sheet, under the Leadership menu.

Please mark your calendar for your first of four quarterly board meetings: (insert date, time, and location of Summer Board meeting). Please note that, as a board member, TASP covers the following expenses for your attendance at this meeting: one night’s lodging, roundtrip mileage, and one day’s meals (breakfast, lunch, dinner). At a minimum, the schedule for travel reimbursement shall coincide with the State Department of Education approved rates for meals, mileage, and lodging. Please contact (insert name/contact info of current President) with any questions or concerns!

Best wishes for a successful year!

President-Elect:

Secretary/Treasurer:

Regional Representative:

- Upper East:
- East:
- Southeast:
- Middle:
- Mid-Cumberland:
- Upper Cumberland:
- Mid-West:
- West:

APPENDIX G: Elections Timeline

Elections Timeline

January Newsletter	Call for nominations, include copy of Nomination Form
February 1	Postmark Deadline for all Nominations
February 15	N&E Committee to provide Biographical Data forms to all statewide-elected offices
March 1	Postmark Deadline for receiving Biographical Data forms
March 15	N&E Committee prepares final ballot and provides to Webmaster by this date
April 1	Paper ballots mailed to members who provided no email address
April 1-May 15	Elections conducted on-line via TASP website
May 15	Postmark Deadline for paper ballots and end of on-line voting
June 1	N&E Committee notifies all nominees of results and provides copy for printing in July newsletter