

NAPSA



NATIONAL ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS

*STANDARD OPERATING PROCEDURES
(SOPs)*

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DUTIES OF THE PRESIDENT

The President chairs:

- All meetings of the Executive Board.
- The General Membership Business Meeting at the annual conference.

The President shall:

- Serve for two years, unless completing the unexpired term of the previous President, in which case he/she shall complete the unexpired term and then serve for the term for which he/she was elected.
- Act as a voting member of the Executive Board.
- Consult with the Executive Director on the establishment of agendas for meetings.
- Maintain ongoing contact with the Executive Board.
- Coordinate goals for the Executive Board and the Executive Director.
- Acquaint the Executive Board and chairpersons of standing committees with the existence and purpose of archives and materials of the organization.
- Request that minutes and reports relating to the business, organization and advancement of NAPSA be submitted to the Executive Director by the Executive Board and chairpersons of standing committees.
- Supervise the progress of the Executive Director pursuant to a growth plan that is in place.

The President shall perform other duties pursuant to the following timelines:

November through December during his/her term of office:

- Apprise the President-Elect of outstanding issues.
- Assist the President-Elect in the planning of activities for the coming year.
- Review pertinent records with the President-Elect and provide transition materials.

November through February

- Follow up on tasks determined and decisions made at the annual conference.
- Collaborate with the Executive Director to finalize plans for the winter Executive Board meeting and with the Finance Committee to develop a proposed budget for the coming year.
- Prepare and distribute the preliminary winter meeting agenda to the Executive Board.
- Preside over the winter meeting.
 - Appoint committee chairpersons.
 - Facilitate the evaluation of the previous year's performance of the Executive Director.
 - Facilitate the determination of the compensation package for Executive Director.
 - Present for Executive Board approval a proposed budget for the new fiscal year.

April through August

- Monitor progress towards the attainment of the assigned goals of the Executive Board.
- Maintain regular contact with the Executive Board.
- Consult with the Executive Director on the establishment of the agendas for meetings and conference calls.
- Preside over the spring meeting of the Executive Board.
- Assist in the selection of candidates for the Executive Board.
- Assist in the development of the program for the annual conference.

September through October

- Remain informed regarding conference planning.
- Prepare agendas for the fall Executive Board meeting and the General Membership Business Meeting.
- Preside over the fall Executive Board meeting.

DUTIES OF THE PRESIDENT-ELECT

The President-Elect shall:

- Serve as President-Elect for two (2) years and shall then succeed the President.
- Act as a voting member of the Executive Board.
- Chair the organization and planning of the annual conference and all related activities. (Refer to the *Conference Planning Guide*.)
- Consult with the Executive Director and the Executive Board regarding major aspects of the annual conference.
- Perform duties of the President in his/her absence.

The President-Elect serves on:

- The Finance Committee and the Nominations and Elections Committee.

The President-Elect shall perform other duties pursuant to the following timelines:

November through December, including before his/her term of office begins:

- Consult with the Executive Director and the conference site contact person(s) to determine assignments for organizing and planning the annual conference.
- Assist in determining the annual conference theme to present to the Executive Board.
- Begin planning programs and speakers.

January through September

- Confer with the President in planning activities for the Executive Board for the year.
- Co-chair, with Executive Director, all conference planning activities.

October

- Coordinate all aspects of the annual conference with the conference site contact person(s), Executive Director and Executive Board.
- Host conference functions as appropriate.
- Prepare and present a recognition plaque for the President

October through December as he/she prepares to assume the presidency:

- Begin dialogue with President for transition to the presidency.
- Dialogue with the newly elected President-Elect and share pertinent records and information.

DUTIES OF THE PAST-PRESIDENT

The Past-President shall:

- Serve on the Executive Board as a voting member for the next two (2) years after he/she has completed his/her presidency.
- Act as a voting member of the Executive Board.
- Advise the President in matters related to the organization.
- Chair the Nominations and Elections Committee.
- Serve as a liaison to newly elected board members.
- Be a resource to committees of the organization.
- Chair committees as appointed by the President.

The immediate Past-President serves in the office of Past-President.

DUTIES OF THE TREASURER

The Treasurer shall:

- Take office for two (2) years on odd-numbered years.
- Act as a voting member of the Executive Board.
- Serve on the Finance Committee and prepare an annual draft budget.
- Assist in presenting the proposed budget at the first Executive Board meeting of the new fiscal year, which shall include projected income and expenses for the new fiscal year.
- Present a fiscal report to the Executive Board at each meeting, which shall include all itemized expenditures of monies spent from the beginning of the fiscal year to the date of the present meeting.
- Prepare and present a fiscal report at the General Membership Business Meeting at the annual conference.
- Use the same accounting software as the Executive Director.
- Pay the Executive Director his/her annual stipend.
- Pay acceptable expenses (upon submittal of receipts), to include travel and other acceptable expenses necessary to run the organization efficiently.
- Ensure any disbursements above the approved budget have the written approval by the President or have been authorized by the Executive Board.
- Help ensure NAPSA's annual tax returns are completed and filed.
- Help ensure any Internal Revenue Service documentation is provided to vendors and the contract employee(s).
- Use an accounting firm, if necessary, as approved by the Executive Board.
- Ensure an annual audit is conducted as directed by the Finance Committee with approval by the Executive Board.

DUTIES OF THE SECRETARY

The Secretary shall:

- Take office for two (2) years on even-numbered years.
- Act as a voting member of the Executive Board.
- Maintain the official and complete minutes of all NAPSA meetings.
- Provide a draft of meeting minutes to the President and Executive Director, as per established timeline, so that any corrections are made prior to disseminating to the Executive Board and the NAPSA news editor as per established timeline.
- Assist the Executive Director in maintaining complete records of the association.
- Send minutes to all Executive Board members, including those who were unable to attend meetings.
- Ensure that minutes of Executive Board meetings shall be corrected and approved at official NAPSA Executive Board Meetings.
- Ensure that minutes of the previous year's General Membership Business Meeting are corrected and approved at the General Membership Business Meeting at the NAPSA annual conference.
- Transfer records to the incoming Secretary in October, prior to his/her taking office in January.
- Conduct correspondence as necessary for the association.

DUTIES OF THE TRUSTEES

The Trustees, as voting members, shall:

- Act as a voting member of the Executive Board.
- Fill any vacancy among officers or trustees during a term of office, with the exception of the Past-President, with such appointments being in effect until the end of the unexpired term.
- Approve state and regional affiliates.
- Approve membership of standing committees and other committees as is applicable.
- Approve the date and location of the annual meeting.
- Attend and conduct the business of the association at all Executive Board meetings.
- Consider and act upon proposed amendments to the NAPSA Constitution and all by-laws of the association.
- Assist in the preparation and adoption of the budget.
- Develop and implement action plans of the association.
- Execute assignments and tasks as assigned by President, Executive Director and/or through board action or determination.
- Solicit and review ideas from the membership proposed for action.
- Solicit and review suggestions for the improvement of the organization.

Each trustee is elected to a three (3) year term, with two (2) trustees elected each year in the following manner:

- Two (2) first-year members;
- Two (2) second-year members; and
- Two (2) third-year members.

DUTIES OF THE LEGISLATIVE & PUBLIC POLICY ADVISOR

The Legislative & Public Policy Advisor is appointed by the President with collaboration from the Executive Board. The advisor is a non-voting member.

The Legislative & Public Policy Advisor shall:

- Seek proposed legislation, policies, resolutions, regulations, position papers, and/or similar such items that are in keeping with the mission of NAPSA and bring such to the attention of the Legislative Committee for purposes of endorsement by NAPSA, unless extenuating circumstances or urgency will not allow, at which time the Legislative & Public Policy Advisor will instead bring such to the attention of the President and/or Executive Director prior to officially notifying appropriate parties of NAPSA's support.
- Develop position papers relative to pupil services in collaboration with the Executive Board and/or the Legislative Committee.
- Share best practices relative to pupil services with the Executive Board.
- Write an article for each NAPSA Newsletter.
- Provide updated information for NAPSA Tidbits.
- Attend all Executive Board meetings and report on his/her activities.
- Assist the Executive Director with maintaining and/or developing state, regional and national affiliations, including encouraging the creation and maintenance of the reporting of state, regional and national activities of affiliates in the NAPSA Newsletter and promoting NAPSA to state, regional and national affiliates and unaffiliated groups.
- Develop relationships with national organizations or influential persons in order to promote actions that will benefit students in keeping with the mission of the association.
- Research pertinent issues on the national level and seek to support or oppose legislation or activities that will affect pupil services as directed by the President or the Executive Board or as per the input of the Legislative Committee.
- Attend legislative/governmental meetings and/or meetings with national organizations or influential persons as appropriate at the request of the President.
- Provide an annual report to the general membership at the annual conference.

DUTIES OF THE PUBLICATIONS AND COMMUNICATIONS EDITOR

The Publications and Communications Editor is appointed by the President with collaboration from the Executive Board and is a non-voting member who shall serve for a non-specified term.

The Publications and Communications Editor shall:

- Attend Executive Board meetings.
- Maintain the right to make judgments relative to content in NAPSA publications, including defining requirements regarding submission of all NAPSA publications and serving as managing editor of all publications.
- Work with the Executive Director to publish the NAPSA Newsletter four (4) times a year.
- Communicate with members of the association regarding articles for NAPSA publications.
- Solicit ideas from the membership during the course of the year.
- Arrange, in a timely fashion, NAPSA publications for dissemination.
- Submit information to the Executive Director for use on the web site.
- Follow the “General Guidelines for Publications” contained herein.

DUTIES OF THE EXECUTIVE DIRECTOR

The Executive Director:

- Serves as staff officer of the association.
- Serves at the will of the Executive Board on a contract that is renewable each year.
- Shall maintain an effective working relationship with the Executive Board.
- Shall be evaluated by the Executive Board as a whole.
- Shall be compensated as set by the Executive Board.
- Shall set goals for him/herself and the organization in collaboration with the Executive Board.
- Shall be placed on a growth plan by the Executive Board should a need for such arise as a result of the evaluation of his/her performance. Progress made pursuant to the growth plan shall be supervised by the President.
- May be terminated by Executive Board action upon recommendation of the President following the next winter Executive Board meeting if the growth plan is not fulfilled to the satisfaction of the Executive Board.
- Shall report immediately to the President any instance whereby he/she has been arrested by law enforcement.
- Shall be suspended with or without pay by action of the Executive Board pending any investigation of the alleged behavior which led to the suspension.
- May be terminated by Executive Board action for malfeasance in the handling of organization funds or immediately upon conviction of an egregious illegal act(s) and/or an act(s) of moral turpitude.

The Executive Director shall:

- Attend all meetings of the Executive Board and other meetings as per these SOPs and/or at the direction of the President and/or the Executive Board.
- Supervise the administrative activities and operations of the organization, including the headquarters.
- Represent NAPSA at functions attended for the benefit of the association.
- Assist in planning and implementing all association sponsored meetings and programs.
- Support and promote the development of strong state and regional affiliates and nonaffiliated associations and shall:
 - Develop on-going communication with appropriate officers of each state and regional affiliate.
 - Secure a list of officers and major committee persons to publish in the NAPSA newsletter and on the NAPSA website.
 - Solicit unaffiliated organizations.
 - Seek cooperation of affiliates by procuring their membership lists.
 - Serve as a resource for the Executive Board.
 - Serve as the liaison of the Executive Board with other organizations with which NAPSA shares issues and concerns of a legislative and/or regulatory nature.
 - Recommend to the Executive Board the approval of requests for affiliation.
 - Report to the Executive Board at Executive Board meetings and annual conference meetings concerning the above activities.
- Promote membership through:
 - Marketing of the association.
 - Providing alphabetical listings of members' contact information as needed.
 - Continuously updating and/or correcting files regarding membership.
 - Preparing and sending renewal notices three (3) times per year.
 - Preparing and sending confirmation of dues paid.
 - Publishing a membership directory at least annually.

- Assisting in creating and implementing the use of appropriate forms for membership applications and renewals.
- Support and promote relations and partnerships with other persons and/or organizations with similar interests as the association.
- Work with the Legislative and Public Policy Advisor in developing relationships with national organizations or influential persons in order to promote actions that will benefit students in keeping with the mission of the association.
- Collaborate with the President-Elect and site contacts to plan for and coordinate the annual conference, including the dissemination of information, locating a conference site, identify speakers, and registration.
- Make recommendations regarding immediate and long-range association needs and objectives, including policies and procedures.
- Prepare a report of activities and financial information for the general membership meeting at the annual conference and for each Executive Board meeting.
- Assist the Nominations and Elections Committee by:
 - Preparing and mailing a nominated slate of officers to all members six (6) weeks prior to fall conference.
 - Tallying all votes and informing the President and Past-President of results.
- Act as the historian and records manager for the organization, including:
 - Receiving the archives of the association and preserving same.
 - Obtaining copies of all materials important to the growth, development, and history of the association.
 - Collecting and maintaining archival records including:
 - The storage of all records by calendar year.
 - A copy of each NAPSA newsletter and other pertinent organizational communiqués.
 - A copy of each NAPSA notes.
 - A copy of each annual financial report.
 - A copy of each annual membership report.
 - Copies of the agenda and minutes of each Executive Board meeting.
 - A copy of annual conference program.
 - A copy of the Executive Director's annual report.
 - Directories of membership.
 - A list of Charter Members.
 - A copy of each Treasurer's report.
 - All committee reports.
 - A copy of the SOPs, Constitution and any amendments made.
 - Reports of noteworthy association activities, goals and purchases not included elsewhere.
 - Lists of affiliates and their officers.
 - Long-term items that may have significance to association members, including pictures and printed matter.
- Work with the Communications and Publications Editor to publish the NAPSA Newsletter four (4) times a year.
- Publish and disseminate the NAPSA Tidbits on at least a monthly basis.
- Renew insurances.
- Ensure the proper completion and filing of NAPSA's annual tax returns.
- Ensure any Internal Revenue Service documentation is provided to vendors and the contract employee(s).
- Renew NAPSA's incorporation with the Commonwealth of Virginia as is warranted.
- Recommend individuals for honorary membership to further the aims of the association.

- Work with the Legislative and Public Policy Advisor to research pertinent issues on the national level and seek to support or oppose legislation or activities that will affect pupil services as directed by the President or the Executive Board.
- Maintain contact with affiliates and other related organizations through their Executive Director and/or regional representative on the Executive Board.
- Prepare proposals for grants and/or other funding sources as available.
- Assist with the updating of organization documents, such as the Constitution, standard operating procedures (SOPs), and other similar documents.
- Maintain the NAPSA website and other social media.
- Schedule the location of meetings and notifies members.
- Perform all duties described herein without posing a direct threat to the health or safety of himself/herself or others.
- Perform other duties as are mutually acceptable to the Executive Board and the Executive Director.

FINANCIAL OPERATING GUIDELINES

The Financial Operations of NAPSA shall:

- Be jointly managed by the Executive Director and the Treasurer with supervision by the President.
- Have an established bank account maintained by the Executive Director, who shall deposit all income. No other account may be opened without the action of the Executive Board and such account(s) shall be subject to these financial guidelines.
- Have expenses paid for by the Executive Director and the Treasurer according to procedures contained herein under the respective sections.
- Have reconciliation of the account pursuant to the submittal of monthly statements by the Executive Director to the Treasurer.
- Have disbursements above the adopted budget authorized by written approval of the President or approval by the Executive Board.
- Have an annual audit.
- Have the Executive Director responsible for the following:
 - Establish a banking center for NAPSA.
 - Ensure that all deposits and expenses are directed to this particular account.
 - Writing checks, using the debit card and/or credit card of the organization. (The Treasurer also has this authority).
 - Pay for all operating expenses from acceptable receipts or invoices.
 - Providing the new Treasurer with a copy of the accounting software used by the association.
 - Present an itemized report on account(s) to the Finance Committee and Executive Board at regular meetings.
 - Send monthly account statements to the Treasurer.
 - Ensure that an annual audit is promptly completed.

NOMINATION AND ELECTION GUIDELINES

The Nominations and Elections Committee shall:

- Be chaired by the Past-President.
- Be comprised of the Past-President, President-Elect and two (2) second-year trustees.
- Have approval by the Executive Board of any other appointments to this committee.
- Have a slate of candidates (more than one is preferred) for each of the following positions:
 - President-Elect – every two (2) years.
 - Treasurer – odd number years.
 - Secretary – even numbered years.
 - Two (2) Trustees – annually.
- Criteria for nomination should include:
 - Geographical balance.
 - Gender and racial balance.
 - A commitment to the purpose and principals of NAPSA.
 - Consideration given to state affiliates, if no representation currently on the Board.
 - President-Elect should have served as a member of the association’s Executive Board and/or in one of the appointed positions.

The Past-President should follow the listed timelines:

- Fall Board Meeting:
 - Nominations and Elections Committee is approved for the following year’s elections.
 - Current Past-President will review the process with incoming Past-President.
 - Discussion by the Executive Board on potential candidates.
- Winter Board Meeting:
 - A short list of possible candidates should be developed by the committee and contact should be made to gauge interest.
 - Invitation to run for office should be made before the spring meeting.
- Spring Board Meeting:
 - Report to the committee on possible candidates and a decision should be made on the slate of candidates.
 - Slate of candidates announced to the Executive Board. No approval by the full board is required.
- Following the spring meeting, the Past-President should make contact with each person on the slate of candidates and instruct them to contact the Executive Director for placement on the official ballot and to submit the following:
 - A recent photograph.
 - His/Her current title/position.
 - His/Her current employer.
 - Professional association experiences.
 - A statement of his/her philosophy regarding their role in NAPSA.
- The Past-President will notify all candidates of election results and share the results with the membership at the General Membership Business Meeting at the annual conference.

GENERAL GUIDELINES FOR PUBLICATIONS

The Publications and Communications Editor shall:

- Provide a quarterly report to the membership via the NAPSA Newsletter.
- Ensure that that each publication contribute to:
 - Professional development;
 - Improving the quality of pupil services programs at all levels;
 - Enhancing the understanding of pupil services by other educators, students, parents/guardians, legislators and the general public;
 - A better understanding of federal laws and regulations pertaining to pupil services; and/or
 - Promoting NAPSA initiatives.
- Work with the Executive Director to provide written material, including monographs, at the annual conference.
- Regularly solicit from all Executive Board members and other members articles relevant to pupil services.

NAPSA Publications should incorporate the following procedures:

- Submission of articles to the editor must be submitted via electronic mail in Word document form no later than one (1) month prior to publication date.
- Official copies shall be stored with the Executive Director and/or designee of the Executive Board.

The NAPSA Newsletter should incorporate the following in every issue:

- The month and year on the front with the appropriate volume and number notations, month and year.
- The Executive Director's Column, accompanied by a photograph.
- The President's Column, accompanied by a photograph.
- The Legislative & Public Policy Advisors' Column, accompanied by a photograph.
- A panel listing of names of officers and trustees.
- A listing of the editor's name and contact information.
- Photographs of recent organizational events.

GUIDELINES FOR REIMBURSEMENT OF PERSONAL EXPENSES FOR APPROVED ACTIVITIES

All requests for reimbursement for personal expenses shall be submitted to the Executive Director on the appropriate form. Expenses must be accompanied by acceptable receipts or a statement explaining why an acceptable receipt is not available. The Executive Director shall submit receipts for reimbursement to the Treasurer. Officers may be reimbursed for expenses related to their NAPSA responsibilities up to the amount provided in the annual budget. The President shall approve in writing all over-budget disbursements or disbursements from the reserve account, unless any such disbursement is to be made payable to him/her, whereby in such case the Treasurer shall provide written approval. All expense reimbursement rates and policies should be annually reviewed by the Finance Committee at the time the annual proposed budget is created.

TRAVEL REIMBURSEMENT FOR MEETINGS - EXECUTIVE BOARD

Travel by automobile will be reimbursed at the rate set by the Internal Revenue Service. Total mileage may not exceed the cost of tourist airfare. Roadside services and/or towing or repair costs associated with NAPSA travel are not reimbursable. Air and rail travel reimbursement will be paid from receipts and at the coach rate.

Executive Board members **must use the free hotel shuttle service when such is available**. When such service is not available, Executive Board members will be reimbursed for ground transportation between the terminal and the meeting site.

Overnight rooms will be paid by NAPSA for Executive Board members as determined by the Executive Director. All incidental expenses are the responsibility of the Executive Board member.

The meal allowance shall not exceed \$40, alcohol not included, for Executive Board members who are present for the entire meeting. Reimbursement is subject to the submittal of receipts.

TRAVEL REIMBURSEMENT – EXECUTIVE DIRECTOR

The Executive Director shall be reimbursed for all legitimate expenses associated with NAPSA-related travel. Total travel-related expenses may not exceed the amount budgeted for Executive Director travel in the annual budget, unless approved by the President pursuant to standard over-budget procedures.

TRAVEL REIMBURSEMENT – OTHER

There are times when members of the Executive Board or other NAPSA members will be asked to attend meetings as a representative of NAPSA. These trips shall be authorized by the Executive Board and, in its authorization for special travel, the Executive Board shall specify what expenses will be covered by NAPSA.

NAPSA SPOTLIGHT PROGRAM

Purpose:

- To showcase NAPSA members by recognizing their expertise and accomplishments in the field, how they exemplify the pupil services professional, their reason for joining NAPSA, and what they find beneficial regarding their NAPSA membership.
- To showcase the diversity of NAPSA's membership (demographic, geographic, etc.).
- To support membership engagement objectives of NAPSA services.

Spotlight Committee:

- A Spotlight Committee comprised of three (3) NAPSA Executive Board Trustees will determine the NAPSA member to be spotlighted each month.
- The three (3) Spotlight Committee members shall be made up of one (1) trustee from each of the three (3) trustee cohorts (i.e., the year that the member's term began).
- A trustee in the third year of his/her term of service shall serve as the Spotlight Committee Chairperson.

Selection Process:

- The NAPSA Spotlight will be a feature of the monthly NAPSA Tidbits publication.
- Methods for Seeking and Selecting Honorees
 - The Spotlight Committee may seek candidates via:
 - Mass email solicitation to membership
 - Examination of the list of active members
 - The NAPSA Executive Board
 - The executive directors of NAPSA's state affiliates (e.g., OAPSA, PAPSA)
 - Other methods to identify worthy candidates when any such method is approved by the Board of Trustees and which shall be added to these SOPs.
- A form developed by the Spotlight Committee and approved by the Board President may be used to gather names and information regarding potential honorees.
- The Spotlight Committee shall make a determination as to each month's honoree based on a majority vote of the Spotlight Committee members.
- The Spotlight Committee shall submit the committee's selected honoree to the Executive Director no later than the 15th of the month preceding the month of recognition. Submission shall be provided in a version to allow easy copy and paste of content into TidBits.