

CONSTITUTION
of the
**NATIONAL ASSOCIATION OF PUPIL
SERVICES ADMINISTRATORS**
(Printed January 2003)
(Revised October 20, 2020)

ARTICLE I
NAME

The name of the Association shall be the National Association of Pupil Services Administrators (NAPSA).

ARTICLE II
PURPOSE

The Purpose of this Association shall be:

- (a) To promote the concept of pupil services in school systems, so that the needs of children and youth be met more effectively.
- (b) To provide a means of communication and professional growth for pupil services administrators.
- (c) To create an awareness of the role and function of pupil services and the pupil services administrator.
- (d) To contribute to the preparation and training of pupil services administrators.
- (e) To take a stance on national issues.
- (f) To expand the role of training with respect to Pupil Service Administrators' sphere of influence.

ARTICLE III
MEMBERSHIP

Section 1. Regular Membership.

Pupil Services shall be considered to consist of the following functions:

- (a) Attendance Services
- (b) Guidance Services
- (c) Health Services
- (d) Psychological Services
- (e) Services for Exceptional Children
- (f) Social Work Services
- (g) Speech and Hearing Services
- (h) Other Special Support Program for Students (e.g., Substance Abuse, Crisis Teams, Truancy Prevention, etc.)

Membership in this Association shall be open to:

- (a) School district administrative personnel who are officially designated as having district-wide (or, in large school systems: sub district-wide, region-wide, or level-wide) administrative responsibility and provide professional leadership for staff in one or more areas of pupil services as listed; and/or
- (b) Professional personnel of universities, county, state, regional or federal departments of education who are officially designated as having administrative responsibility and/or provide professional leadership in the development of programs of pupil services, or the professional preparation of pupil services staff and administrators; or
- (c) Persons who fail to meet the above requirements, but in the opinion of the membership chairperson merit special consideration for membership to the mutual benefit of both the association and the applicant.

Those members of the Association at the time of the first annual meeting shall be considered charter members.

Section 2. Honorary Membership.

Honorary Membership in this Association shall be open to former members in good standing who have retired but remain interested in pupil services and the activities of NAPSA. An acceptable applicant must have been a regular member in good standing for five continuous years immediately prior to retirement. Members accepted under these conditions shall be excused from paying the prescribed dues, shall not be eligible to hold elective office, and shall not be eligible to vote on Association business.

Section 3. Associate Membership.

Associate member, as defined below, shall pay 75% of the dues of regular members, shall not be eligible to hold elective office, and shall not be eligible to vote on Association business.

Associate membership in this Association shall be open to:

- (a) Former members in good standing who have accepted new positions which do not meet the above criteria but who remain interested in pupil services and the activities of NAPSA. An acceptable applicant must have been a member in good standing prior to the request for Associate status.
- (b) Representatives designated as having administrative responsibilities in organizations, agencies, or institutions whose professional goals and purposes are highly compatible with those of NAPSA.

- (c) Professional educators or educators-in-training whose interests are compatible with the purposes of the Association.

Section 4. Termination of Membership.

Membership may be discontinued in any of the following ways:

- (a) Resignation.
- (b) Automatically, for non-payment of annual dues or special assessments, which have been in arrears for six (6) months.
- (c) Automatically, at the close of the current membership year if a person is no longer serving the capacity of pupil services administrator under the criteria for membership in Article III, Section 1.

Section 5. Dues.

The annual dues of this Association shall be determined by the NAPSA executive board.

Section 6. Membership Year.

The membership year of the Association shall be July 1 through June 30.

Section 7. Institutional Membership.

School districts, universities and county, state, regional or federal departments of education may enroll up to five (5) members through each Institutional membership. Each member so enrolled must individually meet the qualifications described in Article III, Section 1. Regular membership. Members so enrolled shall have all rights and privileges as pertain to Regular Members.

ARTICLE IV

AFFILIATION OF STATE AND REGIONAL ASSOCIATIONS OF PUPIL SERVICES
ADMINISTRATORS WITH NAPSA

Section 1. Procedure for Requesting Affiliation.

Any state or regional association of pupil services administrators may request affiliation with the National Association of Pupil Services Administrators provided the following requirements are met:

- (a) The state or regional association submits a copy of its constitution and bylaws for review by the Executive Board of NAPSA.
- (b) The purposes of the state or regional association are basically the same as those listed under Article II of the NAPSA Constitution.
- (c) The membership requirements of the state or regional association are equivalent to, or higher than, those listed under Article III, Section I, of the NAPSA Constitution;

The state or regional association consists of at least ten members at the time of affiliation.

Section 2. Procedure for Approving Affiliation.

NAPSA can approve affiliation of a state or regional association by a two-thirds ($\frac{2}{3}$) vote of the Executive Board provided the above requirements have been met.

ARTICLE V
OFFICERS AND EXECUTIVE BOARD

Section 1. Eligibility.

All officers and Executive Board members shall be regular members of the Association at the beginning of the fiscal year.

Section 2. Membership.

- (a) The officers of this Association shall be: President, President-Elect, Secretary, Treasurer, and the Immediate Past-President.
- (b) The Executive Board of this Association shall consist of: The officers of the Association and six (6) trustees. The Executive Board shall constitute the Association's Board of Directors for purposes of the Virginia Non-Stock Corporation Act. The members thereof shall be considered Directors of the Association for purposes of such Act.

Section 3. Duties.

- (a) The President shall preside at the annual meeting of the Association. The President shall supervise all activities of the Association, shall serve as chairperson of the Executive Board and shall be a member "ex-officio" of all committees. The executive Director shall act as the NAPSA historian. The President shall approve all unbudgeted or over-budget bills in writing before funds are dispersed by the Treasurer.
- (b) The President-Elect shall perform the duties of the President in the absence of the President.
- (c) The Secretary is the recording officer of the Association and shall be responsible for keeping and distributing the minutes of its meetings. He/She shall conduct such other

correspondence as is necessary. The Secretary performs other Association business as requested by the President.

The Treasurer shall be responsible for the funds of the Association. He/She shall, in making disbursements from the funds of the Association, have the authority to disburse funds from approved budgeted accounts but must have the written authorization of the president for each disbursement of funds that exceeds the approved budgeted amounts in any budget category. The Treasurer shall keep an accurate record of all funds received and disbursed. The Treasurer shall prepare an annual report of the finances of the Association, and shall present the report to the Executive Board and to the membership at the annual meeting of the Association.

(e) The Immediate Past-President shall chair the Nominations/Elections Committee.

The duties of the Executive Board members shall be:

- (a) The Trustees shall serve as members of the Executive Board of the Association. They shall be responsible for representing the membership on that body. They are empowered to vote on all items coming before the Executive Board.
- (b) The Executive Board shall be empowered to fill any vacancy which shall occur among the officers or trustees during a term of office, except that of the immediate Past-President. Such appointments shall be in effect until the end of the unexpired term. The Executive Board shall approve state and regional affiliates, approve members of *ad hoc* committees, set the date and place of the Annual meeting, and each fiscal year, make arrangements for a proper audit of the financial records of the Association. The Executive Board shall be empowered to conduct the business of the Association between Annual Meetings.

Section 4. Election.

All elections of officers and Executive Board members shall be by secret ballot. The Nominations/Elections Committee shall nominate members for each of the offices to be filled by a vote of the Association. On the election ballot, a blank space for each office shall be provided so that the names of the members not nominated by the Nominating/Elections committee may be written in and voted for by members of the Association. The election ballot shall be mailed at least six (6) weeks prior to the annual meeting and returned at least two weeks before the annual meeting.

Section 5. Terms of Office.

Terms of office shall coincide with the calendar year and be established as follows:

- (a) President: Two (2) 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 is elected.
- (b) President-Elect: Elected for two (2) years and shall succeed the President.
- (c) Secretary: Elected for four (4) years on odd-numbered years. Takes effect with term beginning January 1, 2022 and applies to all terms thereafter.
- (d) Treasurer: Elected for four (4) years on even-numbered years. Takes effect with term beginning January 1, 2021 and applies to all terms thereafter.
- (e) Trustees: Elected for three (3) years. Two (2) trustees shall be elected each year. In the nomination of trustees, concentration should be given to geographical areas and concentration of membership. No trustee shall succeed himself/herself the year immediately following the completion of the term.
- (f) Immediate Past-President: Two (2) years.

ARTICLE VI
COMMITTEES

Section 1. Standing Committees.

- (a) Nominations and Elections Committee
- (b) Membership Committee
- (c) Communications Committee
- (d) Legislative Committee
- (e) Conference Planning Committee
- (f) Finance Committee

Chairs of the standing committees, unless otherwise specified, shall be appointed by the officers, subject to approval by the Executive Board.

Section 2. Ad Hoc Committees.

The President and/or the Executive Board shall appoint such other committees as are needed for carrying out the work of the Association.

ARTICLE VII
EXECUTIVE DIRECTOR

The Executive Board shall be empowered to sub-contract an Executive Director of the Association with such compensation as determined by the Board. The Executive Director will serve at the will and under the direction of the Board. The Executive Director will be charged with the responsibility for maintaining the administrative functions of the Association,

representing the Association in such settings as deemed appropriate by the Board, carrying out policies and procedures of the Board, and making recommendations to the Board designed to promote the welfare of the Association.

ARTICLE VIII MEETINGS

Section 1. Annual Meeting.

There shall be an annual meeting of the Association. The date and place shall be determined by the Executive Board. Notification of the annual meeting shall be mailed to the membership at least one month in advance of the meeting.

Section 2. Special Meetings.

Special meetings of the entire membership may be called at any time by the Executive Board or by petition of not fewer than one-third of the members of the Association. Notice of special meetings shall be mailed at least one month in advance and notice of special meetings shall include a statement of the business for which the meeting is called.

Section 3. Quorum.

A quorum for the annual or special meeting shall consist of those members present for the meeting.

Section 4. Executive Board.

The Executive Board shall meet at least once each year. Other meetings of the Board may be called by the President or by a majority of the members of the Executive Board. A quorum for the Executive Board shall consist of the President or President-Elect, one (1) other officer and three (3) trustees.

Section 5. Mailed Ballots.

The Executive Board may decide in lieu of conducting a special meeting to refer needed action to the membership by mailed ballot. In this case, a majority vote of those responding shall be binding.

ARTICLE IX FISCAL YEAR

The fiscal year shall begin on January 1 and end on December 31.

ARTICLE X
RULES OF ORDER

Robert's Rules of Order Revised (most recent revision) shall govern the proceedings of the Association not otherwise specified in the constitution and bylaws.

ARTICLE XI
AMENDMENTS

The constitution may be amended by a two-thirds ($\frac{2}{3}$) vote of those present at any meeting, if the proposed amendments have been received by the Secretary at least eight (8) weeks in advance of the meeting and if mailed to the regular members six weeks in advance of the meeting at which they are to be considered. The constitution also may be amended by a two-thirds ($\frac{2}{3}$) vote of members responding to a mail ballot. Members shall have four (4) weeks from the postmark date of the ballot to respond.

ARTICLE XII
ARTICLES OF INCORPORATION

The Articles of Incorporation of the Association shall constitute the primary governing document of the Association and in the event of any inconsistency between the provisions of this constitution and provisions of the Articles of Incorporation the provisions of the Articles of Incorporation shall prevail. This constitution shall constitute the bylaws of the Association for the purposes of the Virginia Non-Stock Corporation Act.