

***Pennsylvania Association of Pupil Services Administrators
Bylaws***

ARTICLE I NAME

The name of the Association shall be the Pennsylvania Association of Pupil Services Administrators (PAPSA).

ARTICLE II PURPOSE

The Purpose of the Association shall be:

- (a) To promote the concept of pupil services in school systems so that the needs of the children and youth may 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 pupil services administrators.

ARTICLE III MEMBERSHIP

Section 1 Definition of Pupil Services

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

- (a) Attendance Services
- (b) Counseling Services
- (c) Health Services
- (d) Psychological Services
- (e) Services for Exceptional Children
- (f) Social Work Services
- (g) Student Assistance and Instructional Support Services

Section 2 Regular Membership in the Association shall be open to:

- (a) School district personnel who are officially designated as having district wide administrative/supervisory responsibility and who provide professional leadership for two or more areas of pupil services.
- (b) Professional staff of a State Department of Education or IU who are officially designated as having system-wide administrative/supervisory responsibility and who provide professional leadership for staff in two or more of the pupil services.
- (c) Professional personnel of universities, county, state, regional or federal departments of education who are officially designated as having administrative responsibility and who provide professional leadership in the development of pupil services programs or the professional preparation of pupil services staff or administrators.

- (d) Exceptions as determined by the Executive Board.

Section 3 Charter Members

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

Section 4 Honorary Membership

Honorary Membership in the Association shall be open to:

- (a) Individuals who due to their contributions to the profession have been nominated by a member of the Executive Board and approved by a majority vote of the Board.
- (b) Individuals granted honorary membership by action of the Executive Board shall be excused from paying the prescribed dues, shall not be eligible to hold office, and shall not be eligible to vote on Association business.

Section 5 Associate Membership

Associate Membership in this Association shall be open to:

- (a) Individuals who do not meet the criteria for regular membership as established in Section 2 will be accepted into the Association as Associate Members.
- (b) Members accepted under Associate status shall pay the same prescribed dues as regular members, shall not be eligible to hold office, and shall not be eligible to vote on Association business.

Section 6 Retired Membership

Retired Membership in this Association shall be open to:

- (a) Individuals who retire after a minimum of five consecutive years as a regular member of the Association in good standing immediately prior to their retirement may apply for Retired Member status.
- (b) Members accepted under Retired status shall pay a fee as established by the Executive Board, shall not be able to hold elective office, and shall not be able to vote on Association business.
- (c) In the case of a regular member who retires while serving in an association office, that individual may continue in office until the expiration of his/her term.

Section 7 Student Membership

Student Membership in this Association shall be open to:

- (a) Persons currently enrolled in a program of preparation in the administration/supervision of pupil services or one of its component services at the university level.
- (b) Members accepted under Student status shall pay dues as established by the Executive Board, shall not be eligible to hold office, and shall not be eligible to vote on Association business.

Section 8 Institutional Membership

Institutional Membership in this association shall be open to:

- (a) Colleges and universities operating a state-approved program leading to certification as an administrator/supervisor of pupil services or one of the component services within pupil services.
- (b) School entities established by the Commonwealth of Pennsylvania.
- (c) Institutional Members shall pay twice the prescribed dues for regular members, which shall entitle them to five (5) copies of the Association publications and regular member rates for attendance at the annual conference and regional workshops for all staff members within the program.

Section 9 Termination of Membership

Members 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 one year.
- (c) Automatically, at the close of the current fiscal year, if a person is no longer serving in the capacity of pupil services administrator under the criteria established for membership in Article III, Section 2.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

Section 1 Eligibility

All officers and Executive Board members shall be regular members of the Association at the time of their election/appointment.

Section 2 Membership

- (a) The elected officers of this Association shall be: President, President-Elect, Secretary and Treasurer.
- (b) The Executive Board of this Association shall consist of: The officers of the Association, six directors, and the immediate Past-President.
- (c) Each of the eight directors shall be appointed by the Executive Board for a four year term.

- (1) Two directors shall be appointed every year.
- (2) Regional representation throughout the state shall be considered by the Executive Board when making appointments.

Section 3 Duties

The duties of the officers of this Association shall be:

- (a) The President shall preside at all meetings of the general membership. He/she shall appoint chairpersons of all special committees. He/she shall supervise all activities of the Association. The President shall also serve as chairperson of the Executive Board and shall be a member “ex officio” of all committees. The President shall approve all bills not previously approved by the Executive Board before funds are dispersed by the Treasurer.
- (b) The President-Elect shall work closely with the President. The President-Elect shall perform the duties of the President in his/her absence. He/she shall have the responsibility of planning the annual conference.
- (c) The secretary is the recording officer of the Association and shall be responsible for preparing and disseminating the minutes of the Association. He/she shall also send out proper notices of all called meetings and conduct such other correspondence as necessary.
- (d) 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 prior approval of the Executive Board or the authorization of the President for each disbursement of funds. The Treasurer shall keep an accurate account of all funds received and of the finances of the Association. He/she shall present the report to the Executive Board and to the membership at all meetings of the Association.
- (e) A more detailed list of duties for officers shall be maintained in the form of Standard Operating Procedures.

Section 4 Duties of the Executive Board

- (a) (a) The function of the Executive Board shall be to conduct the business of the Association.
- (b) The Executive Board shall approve all amendments to the Bylaws.
- (c) The Executive Board shall develop, approve, and promulgate standard operating procedures in order to effectively and efficiently conduct the business of the Association.
- (d) The Executive Board shall publish the date and location of all general and special meetings.
- (e) The Executive Board shall establish the annual dues of the Association.
- (f) The Executive Board shall annually appoint two (2) directors for four (4) year term.
- (g) The Executive Board shall appoint a person to fill any vacancy which shall occur among the officers or directors during their term of office except the office of

Past-President. Such appointments shall be valid until the end of the unexpired term. A vacancy in the Presidency shall be occupied by the President-Elect.

Section 5 Elections

- (a) Elections of officers shall be held annually at a meeting of the general membership. The members of the Executive Board shall serve as the Nominations Committee. The Committee shall present a proposed slate of officers for consideration.
- (b) Nominations may be made from the floor at that time.
- (c) The voting for officers will take place by ballot during the annual conference.

Section 6 Terms of Office

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

- (a) President: 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.
- (b) President-Elect: Elected for two years and shall succeed the President.
- (c) Secretary: Elected for two years on odd-numbered years.
- (d) Treasurer: Elected for two years on even-numbered years.
- (e) Past-President: Two years, immediately after term as President.
- (f) Directors: Appointed for four years.

Section 7 Removal from Office

Officers and directors may be removed from office by a majority vote of the other members of the Executive Board for the following reasons:

- (a) Malfeasance in the handling of organization funds.
- (b) Conviction for any crime that constitutes moral turpitude under the rules of the state's Professional Standards and Practices Commission.
- (c) Failure to attend two consecutive regular meetings of the Executive Board without prior notification to the President or Executive Director or failure to attend a majority of Executive Board meetings within a given fiscal year.
- (d) Loss of certification as a professional educator in Pennsylvania.

ARTICLE V ADOPTION/AMENDMENT OF BYLAWS

Section 1 Adoption

The Bylaws shall be formally adopted by majority vote at the Annual Meeting of the Association.

Section 2 Amendments

The Bylaws may be amended by a two-thirds vote of the Executive Board. Amendments must be proposed at a regular meeting of the Executive Board and voted upon at the next regular meeting of that body.

Members may propose amendments by submitting them in writing to the Executive Board. The Executive Board shall review the amendments and vote upon them at the next regular meeting of that body.

ARTICLE VI DUES AND FISCAL YEAR

Section 1 Dues

The annual dues of this Association shall be established by the Executive Board annually prior to the annual conference.

Section 2 Fiscal Year

The fiscal year of the Association shall be from July 1 to June 30.

ARTICLE VII EXECUTIVE DIRECTOR

Section 1 Selection

The Executive Board may, on an annual basis, contract with an individual to serve as Executive Director for the Association.

Section 2 Remuneration

- (a) Remuneration for the Executive Director shall be established annually by the Executive Board and shall be paid by the Treasurer on a quarterly basis upon receipt of an invoice.
- (b) The Executive Director shall be compensated for expenses incurred in the performance of the responsibilities enumerated in Section 3 up to a limit established by the Executive Board.

Section 3 Duties and Responsibilities

- (a) Publication and dissemination of the Association's publications.
- (b) Membership development and maintenance.
- (c) Government relations.
- (d) Liaison with other organizations and consortia.
- (e) Attendance at all Executive Board meetings at which a written report shall be presented.
- (f) Representing the Association at relevant meetings.

- (g) Maintaining the Association archives.
- (h) Developing and facilitating regional workshops and special publications.
- (i) Other duties as assigned by the Executive Board.

ARTICLE VIII FISCAL AFFAIRS

- (a) The basis for expenditures shall be an annual budget developed by a Fiscal Affairs Committee and approved by the Executive Board at a regular meeting prior to July 1 of the new fiscal year.
- (b) The Fiscal Affairs Committee shall consist of the President-Elect, Treasurer and Executive Director. Other members may be appointed at the discretion of the President.
- (c) An audit of the Association's finances shall be conducted biannually at the end of the Treasurer's two-year term of office.

ARTICLE IX RULES OF ORDER

Robert's Rules of Order (Revised Edition) shall be the authority on all questions of procedure not otherwise covered in the Bylaws.

ARTICLE X EFFECTIVE DATE

These Bylaws will become effective as of the beginning of the next fiscal year following their adoption by the general membership in attendance at the annual business meeting of the Association.

Adopted April 25, 2005
Revised February 8, 2008
Revised April 17, 2013
Revised April 2016
Revised April 2019