

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

TABLE OF CONTENTS

Budget Development
Board Meeting Procedures
Board Member Expenses
Conference Planning
Distinguished Service Award
Duties of the Directors
Duties of the Executive Board
Duties of the Executive Director
Duties of the President
Duties of the President-Elect
Duties of the Secretary
Duties of the Treasurer
Government Relations
Membership Development
Nominations and Elections
Peer Review Process
Position Statements
Publications
Relations with Other Organizations
Robert B. Cormany Award of Excellence
Use of PAPSA Website and Social Media

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

BUDGET DEVELOPMENT

Prior to the June meeting of the Executive Board, the President-Elect and Treasurer, along with the Executive Director and any other individuals that they may choose to involve, shall develop an annual budget for the following fiscal year.

Content

The proposed budget shall reflect as closely as possible the estimated income and expenditures for the coming year. The Executive Director shall provide data on the proposed expenditures for publications, workshops and membership development, as well as any projected income from workshop fees or sale of publications.

Since membership dues constitute a major source of revenue for the budget, it should be kept in mind that an increase in dues to fund a proposed budget must be approved separately by the Executive Board

Adoption

The annual budget shall be approved by a majority vote of the Executive Board members present and voting at the June Board meeting.

Revisions

A revised budget shall be presented to the Executive Board for approval in any instance where expenditures in a given category are expected to exceed the original budget estimates by 20%.

Revised June 2013

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

BOARD MEETING PROCEDURES

Executive Board (Board) Meeting Logistics

- A. A schedule of meetings for the coming fiscal year, which shall be June 30 to July 1, shall be proposed at the June meeting by the President-Elect.
- B. The Board must approve the proposed schedule.
- C. Meetings per fiscal year shall include a minimum of one (1) in September, one (1) in December, one (1) in February, one (1) in June, and one (1) in conjunction with the annual conference.
- D. Emergency alterations to the meeting schedule may be made at the discretion of the President of the Board.
- E. As decided by the Board, meetings shall be held either in a central location or by conference call.
- F. Dates and locations of all general or special Board meetings shall be announced to the general membership and are open to PAPSA members in good standing with the proviso that they provide prior notice to the Executive Director of their intention to attend.

Quorum

- A. For the purposes of conducting business, a quorum must be present pursuant to these procedures.
- B. A quorum shall be a simple majority of the entire voting membership of the Board.

Meeting Protocol

- A. The Board President shall serve as chairperson of the Board and shall preside at all Board meetings.
- B. The Board President-Elect shall perform all duties of the Board President in his/her absence.
- C. The Board Secretary shall prepare and disseminate the minutes of Board meetings and shall send out proper notices of all called meetings.
- D. The Board Treasurer shall present to the Board a financial report that shows an accurate account of all funds received and of the finances of PAPSA.
- E. Except as provided in Item III. F. below, the Board does not conduct any meeting wherein the public business is discussed through telephonic, video, electronic, or other communication means where the members are not physically assembled at a single specified location.
- F. The Board may meet by means of electronic communication without a quorum being physically assembled at a single specified location when the Board has provided proper notice that a scheduled meeting will be held via conference call.

Member Participation from a Remote Location

- A. A Board member who is unable to be physically present (hereinafter "Remote Member") at a regular or special meeting of the Board may participate from a

- remote location, via speakerphone, videoconference, or other appropriate form of electronic communication, only under the following conditions:
1. The request is not based on personal convenience but rather on physical inability to attend, geographic absence because of employment or other necessity, or other emergency.
 2. The Remote Member provides a written explanation of his/her reason for not being able to be physically present at the meeting to the Board President or, if the Board President is the Remote Member, to the Executive Director.
 3. Whenever possible, the written explanation shall be provided no later than one (1) week prior to the meeting in which the Remote Member wishes to participate remotely.
 4. In deciding whether to approve a Board member request to participate remotely, the President and/or Executive Director shall not consider the identity of the member making the request or the items of business that are to be considered and/or voted on at the meeting.
 5. The Board President or, when appropriate, the Executive Director is satisfied that the Remote Member has a legitimate reason for his/her absence and is not acting merely for personal convenience.
 6. If the Board President, or in the absence of the Board President the Executive Director, denies the request, written request may be made directly to the entire Board for its approval or denial by a simple majority vote of those present at the regular meeting preceding the meeting in which the Remote Member wishes to participate remotely. If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.
 7. The technology used for remote participation allows the Remote Member to hear and speak to the Board members and the public who are present and allows the Board members and the public who are present to hear and speak to the Remote Member.
- B. If the above conditions are satisfied, the Remote Member shall be permitted to participate in the Board meeting from a remote location.
 - C. The Remote Member shall be responsible for making arrangements for the remote participation with the Board President or his/her designee.
 - D. The Remote Member shall, once successful remote participation has been enabled and his/her presence has been established, be counted in determining whether a quorum of the Board is present and shall be a voting meeting participant.
 - E. Such participation shall be limited each fiscal year to two (2) meetings.
 - F. If a Board member notifies the Board President in writing that s/he is unable to attend more than two (2) meetings in a fiscal year due to a temporary or permanent disability or other medical condition that prevents that member's physical attendance and the Board records such, an exception to Item IV. E. above may be made pursuant to the approval of the Board.

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

BOARD MEMBER EXPENSES

While Board members are encouraged to obtain support for their attendance at Board meetings from their employing institution, PAPSA may cover such expenses upon request of the member.

Board members shall be reimbursed for expenses incurred while attending PAPSA Executive Board meetings according to the following criteria:

Criteria for Reimbursement for Attendance at PAPSA Executive Board Meetings

Mileage: At the most current per mileage rate as permitted by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/142071>. When two (2) or more members car pool, an additional five (5) cents per mile will be permitted.

Tolls: The cost incurred when traveling on toll roads will be reimbursed in full as long as such costs are a result of taking an appropriate route to the meeting.

Room: The cost of a room at the facility where the meeting is scheduled, including all state and local taxes. The room should be a standard accommodation unless handicapped accessibility is required. The cost of an additional person staying in the room will not be reimbursed. Accommodations made at a facility other than the one in which the meeting is being held can only occur if the cost is less than the cost of accommodations at the facility at which the meeting is being held. No expenses for telephone use, movie rental, honor bar, or other incidental expenses shall be reimbursed. To qualify for room reimbursement, the trip must be at least three (3) hours in driving time under normal circumstances (not counting rest stops, etc.) or 150 miles one way via a direct route.

Meals: Meals incurred as a necessity due to travel time shall be reimbursed up to the current GSA per diem rate for meals at the designated location. There shall be no allocation for meals if provided at the meeting. This information is available at <http://www.gsa.gov/perdiem>. At no time shall there be reimbursement for alcoholic beverages.

Parking: Parking fees will be reimbursed in full.

The President* shall be reimbursed for expenses incurred while attending the annual conference of the National Association of Pupil Services Administrators (NAPSA) according to the following criteria:

Criteria for Reimbursement for Attendance at the Annual Conference of the National Association of Pupil Services Administrators (NAPSA)

Mileage: At the most current per mileage rate as permitted by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/142071>. The maximum mileage reimbursement shall not exceed the cost of coach-class airfare.

Airfare: If airfare is involved, the cost of such shall be approved in advance by the Executive Board.

Tolls: The cost incurred when traveling on toll roads will be reimbursed in full as long as such costs are a result of taking an appropriate route to the conference.

Room: The cost of a room at the facility where the conference is scheduled, including all state and local taxes. The room should be a standard accommodation unless handicapped accessibility is required. The cost of an additional person staying in the room will not be reimbursed. Accommodations made at a facility other than the one in which the conference is being held can only occur if the cost is less than the cost of accommodations at the facility at which the conference is being held. No expenses for telephone use, movie rental, honor bar, or other incidental expenses shall be reimbursed.

Meals: Meals incurred as a necessity due to travel time shall be reimbursed up to the current GSA per diem rate for meals at the designated location. There shall be no allocation for meals if provided at the meeting. This information is available at <http://www.gsa.gov/perdiem>. At no time shall there be reimbursement for alcoholic beverages.

Parking: Parking fees will be reimbursed in full.

*Should the President be unable to attend the NAPSA conference, s/he may appoint one of the following, in the order given, to attend on his/her behalf: President-Elect, Treasurer, or Secretary.

Other Considerations

Requests for reimbursement shall be made to the Treasurer on the standard expense form. Itemized receipts shall accompany the request. No reimbursement will be approved for alcoholic beverages.

No costs will be reimbursed for family members or colleagues who accompany the Board Member.

Revised October 2019

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

CONFERENCE PLANNING

The President-Elect shall chair the annual conference of the organization. The Chair shall work with a committee to plan and prepare for the conference.

Timeline

April: At the Executive Board meeting, the President-elect shall recommend dates* and venue location. If the venue remains the same the dates shall be confirmed with the venue staff. If a change is recommended, dates and new venue location shall be confirmed no later than the June meeting of the Executive Board.

May: The President-elect shall work with the Executive Director and Treasurer to develop a conference budget (estimated income and expenses), which shall be included in the June annual budget proposal.

June: The Conference Chair shall confirm to the Board the dates and new venue for the following year's annual conference.

June-July: The President-elect shall form a committee not later than August 1 to assist with the planning and preparation of the conference.

September-December: Key presenters (and costs) and costs for other major expenses shall be confirmed and shared with the Treasurer.

December: All necessary information shall be provided to the Executive Director for a conference announcement (e.g., mailing, e-mailing, etc.).

January-April: All final arrangements and materials shall be prepared.

* The conference shall be held at a time, which will not conflict with other conferences scheduled by the various pupil services disciplines or with national holidays (e.g., Easter and Passover).

Advertising

The summer issue of the PAPSA News shall contain the dates and location for the conference. The fall issue shall provide details of the main speakers. A special flier, containing program and registration information, shall accompany the winter PAPSA News and will be distributed separately to all LEAs not currently represented in the membership. The conference will also be advertised by means of the Department of Education's

Penn*Link system. The spring or summer issue of the PAPSA News will contain a summary of the programs from the conference.

Financial Considerations

In establishing a registration fee for the conference, a tentative budget for expenditures should be determined. Nonmember fees shall exceed member fees by the amount of membership dues or \$100, whichever may be less, resulting in automatic membership for those non members registering for the conference to run through the remainder of the fiscal year. Several categories of fees will be established including a full conference fee, a daily fee for one or more days to be specified by the chairperson, a late fee in excess of the regular fee for those registering on site, and separate fees for associated activities such as a new members' workshop that may be scheduled. It is expected that the conference will produce a profit to supplement the dues received from members.

Program Planning

In addition to arranging for program presenters, the Conference Chair should plan for the following:

1. Facilitators to introduce each presenter and keep notes on the session for use in newsletter summaries of the programs.
2. A form on which attendees can evaluate the conference activities.
3. Packets (paper and/or electronic) for the attendees, which shall include:
 - a. A program booklet.
 - b. Agenda for the annual business meeting.
 - c. Executive Director's report.
 - d. Evaluation form.
 - e. Receipt for registration fees.
 - f. Meal tickets if necessary.
 - g. Name tag.
 - h. List of participants.
 - i. Act 48 forms.
 - j. Other handouts as provided.
4. Meal selection and seating arrangements.
5. Audiovisual needs of the presenters.

Registration

The PAPSA Executive Director shall receive the registration monies and shall forward them to the Treasurer who shall keep a separate accounting to verify the profit earned from the conference. Purchase orders shall be invoiced and persons who must pay non member rates will be notified if they have failed to do so. The Executive Director shall provide up-to-date lists of dues-paid members. The Executive Director shall provide the Conference Chairperson with the following items prior to the conference:

- a. Lists of participants
- b. Receipts for registration fees

c. Nametags for registered persons.

It shall also be the Executive Director's responsibility to arrange for persons to cover the registration desk, which shall be open on each day of the conference for limited hours.

Program Content

In addition to the general sessions and breakout sessions, it is recommended that the conference shall contain the following:

1. An Executive Board meeting to be held on the first day of the conference.
2. An annual business meeting, which shall be planned by the President and shall include a drawing for door prizes donated by the members of the Executive Board.
3. Presentation of the Award of Excellence in Student Services .

Revised February 2016

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DISTINGUISHED SERVICE AWARD

Purpose

To recognize and promote excellence in human endeavors in the area of student services in Pennsylvania, nationally, or globally, the Pennsylvania Association of Pupil Services Administrators (PAPSA) recognizes pupil services professionals for their outstanding contributions to our field.

Eligible Persons

Recipients of the PAPSA Student Services Distinguished Service Award must be either:

1. A pupil services professional in the state of Pennsylvania who has distinguished himself/herself in the field.
2. A contributor to the field of pupil services whose contributions have made a highly significant positive impact on the delivery of pupil services in the Commonwealth.
3. Someone whose service to the field of pupil services has been considered extraordinary and well beyond that of most others.
4. Recipients need not be a member of PAPSA.
5. Can be either living or deceased.

Nomination Procedures

1. Completed nomination forms may be submitted by anyone to the PAPSA Executive Director within a specific time frame, but no later than **February 1st** of the year of consideration. Nomination forms will be date stamped upon receipt. All mailed nomination forms must be postmarked on or before **February 1st** of the year of consideration.
2. Members of the selection committee may research any claims made on the nomination form.
3. Nomination forms are valid for two (2) consecutive years of consideration. After that, they become inactive and the person must be nominated anew for further consideration to occur.
4. Nomination procedures and requisites for the Distinguished Service Award shall be publicized in the PAPSA newsletter and/or via PupilServ, on the PAPSA website, via PennLink, and/or via other appropriate publications or media.

Selection Procedures

Membership of the Selection Committee

1. The committee shall be created and chaired annually by the current PAPSA President-Elect.
2. Members of the committee shall include at least three (3) members of the PAPSA Executive Board.

Selection Committee Responsibilities

1. The selection committee, headed by the by the current PAPSA President-Elect, must ensure the timeliness of the operation.
2. After a review of the eligible nomination forms, the committee shall discuss the nominees and shall vote for their selection(s).
3. The maximum number of honorees in a year shall not exceed two (2). However, there may be years when only one (1) person is honored or, if no qualified person has been nominated, there may be years when no award is given.
4. Should a member of the selection committee or a member of the family of a person serving on the selection committee be nominated for award consideration, that committee member shall be excused during the period of discussion regarding that nominee. However, the committee member is free to vote for that nominee and to be involved in discussions regarding other nominees. For the purpose of clarity, a family member shall include a person's spouse, parent, step-parent, foster parent, child, stepchild, foster child, brother, step-brother, foster brother, sister, step-sister, foster sister, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. The term also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing family members.
5. A selection committee member must be present at the selection meeting in order to be able to vote.
6. Should the committee chairperson be temporarily unable to chair the committee, the Executive Board President or designee shall assume that responsibility.
7. A secretary shall be appointed by the committee chairperson to record the meeting minutes and deliberations of the committee.

Award

1. The honoree's name and pertinent biographical information will be permanently and prominently displayed in an appropriate area on the PAPSA website.

2. Each honoree or, if deceased, the appropriate next of kin or designated relative/friend will receive a PAPSA Student Services Distinguished Service Award plaque.

Presentation of the Awards

The award shall be presented at a designated time at the annual PAPSA conference.

Ethics Standard

If it has been brought to the Executive Board's attention that an honoree has conducted him/herself in a manner that is not consistent with the values and tenets of PAPSA – as is evidenced by such things as the criteria for which one has been selected as well as the mission, vision, and policies of PAPSA – that person may be removed from the website as an award recipient by a three-quarters (3/4) vote of the membership of the Executive Board.

Issued December 2018

**PAPSA Distinguished Service Award
Nomination Form**

Today's Date: _____

Name & Address of Nominee: _____

Phone Number: _____

Accomplishment(s) Evidencing How the Nominee has Gained Distinction in the Pupil Services Field

Pertinent Honors and Awards (Please be specific and complete.)

Reason for Nomination

Biographical Information (Other achievements and recognition. Please use back of form or additional paper.)

Nominator's Name, Address, & Phone Number: _____

Please Return to:

Dr. Douglas Arnold, Executive Director
Pennsylvania Association of Pupil Services Administrators (PAPSA)
PO Box 234
Brodheads ville, PA 18322
570-656-4286
papsa@ptd.net

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DUTIES OF THE DIRECTORS

The Directors are responsible for representing the interests of the general membership on the Executive Board.

Primary Duties

- * To participate in the deliberations of the Executive Board and to attend all meetings of that body. If a Director misses two consecutive meetings of the Board, the Board may consider appointing a replacement.
- * To serve on committees as appointed by the President or Executive Board.
- * To assist in member recruitment in their local areas.
- * To inform colleagues in their local areas and in the pupil services profession of the activities of the Association.
- * To bring to the attention of the Executive Board such issues and concerns as may be extant in the field.
- * To provide support to the Conference Coordinator as requested.

Term of Office

The Directors shall serve a four-year term of office, and shall not serve more than two consecutive terms as a Director. In addition, a Director may complete the term of an individual who leaves their position. Directors are appointed by the Executive Board.

Number and Distribution of Directors

There shall be eight (8) Directors, two of which shall be appointed annually, by the Board. Consideration shall be given to maintaining an equitable geographic distribution among the Directors.

Revised February 2016

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

DUTIES OF THE EXECUTIVE BOARD

The Executive Board is responsible for the conduct of Association business.

Primary Duties

- * To meet periodically to conduct the business of the Association. When a member of the Board is absent for two consecutive meetings, the Board may consider appointing a replacement.
- * To approve all proposed amendments to the PAPSA Bylaws prior to presenting them to the general membership for action.
- * To approve all reports by the Secretary, Treasurer and Executive Director that relate to the business of the Association.
- * To determine changes in annual dues as part of the budget process.
- * To appoint two directors annually to serve on the Board.
- * To authorize a periodic audit of the Association's accounts.
- * To fill vacancies that may occur among the officers or directors of the organization with the exception of Immediate Past-president.
- * To authorize the investment of surplus funds as recommended by the Treasurer.
- * To review and approve the annual contract with the organization's Executive Director.

Meetings

A schedule of meetings for the coming fiscal year shall be proposed at the June meeting by the President-elect. The Executive Board must approve this schedule. Currently those meetings include one in September, one in December, one in February, one in June and one in conjunction with the annual conference. Emergency alterations to this schedule may be made at the discretion of the President. Meetings are held in a central location as decided by the Board or by conference call. Dates of meetings shall be announced to the general membership and are open to members with the proviso that they inform the Executive Director of their intention to attend.

Expenses

While members are encouraged to obtain support for their attendance at Board meetings from their employing institution, the Association may cover such expenses upon request of the member.

Membership

The Executive Board shall be comprised of the following:

President
President-elect
Secretary
Treasurer
Immediate Past-president
Eight Directors
Executive Director (ex officio)

Revised February 2016

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

DUTIES OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for providing continuity to the affairs of the Association and serving as the Executive Board's spokesperson in Harrisburg:

Primary Duties

- * To produce and disseminate the Association's publications, including the newsletter, manual, and position paper, as well as any other publications authorized by the Executive Board.
- * To process membership and encourage the growth of membership among eligible educators.
- * To act as liaison with state and federal government agencies, including the legislatures.
- * To act as liaison with other organizations whose interests coincide with those of PAPSA.
- * To attend all meetings of the Executive Board and general membership, providing those bodies with a written report of his/her activities in the interim on behalf of the organization.
- * To represent the Association at relevant meetings.
- * To design workshops for the professional development of members and other interested persons.
- * To provide such assistance with the implementation of the annual conference as may be required.
- * To serve as the organization's liaison with the National Association of Pupil Services Administrators.
- * To publish an annual directory of members.
- * To publish any revisions to the Bylaws that may be enacted by the Executive Board.
- * To conduct research into areas of interest to the membership.
- * To keep the Board and membership informed of legislative and regulatory actions pertinent to pupil services.
- * To maintain the Association's web site and list serve.
- * To maintain the Association's liability insurance.

The Executive Director shall be reimbursed for expenses incurred while attending PAPSA Executive Board meetings according to the following criteria:

Criteria for Reimbursement for Attendance at PAPSA Executive Board Meetings

Mileage: At the most current per mileage rate as permitted by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/142071>.

When two (2) or more members car pool, an additional five (5) cents per mile will be permitted.

Tolls: The cost incurred when traveling on toll roads will be reimbursed in full as long as such costs are a result of taking an appropriate route to the meeting.

Room: The cost of a room at the facility where the meeting is scheduled, including all state and local taxes. The room should be a standard accommodation unless handicapped accessibility is required. The cost of an additional person staying in the room will not be reimbursed. Accommodations made at a facility other than the one in which the meeting is being held can only occur if the cost is less than the cost of accommodations at the facility at which the meeting is being held. No expenses for telephone use, movie rental, honor bar, or other incidental expenses shall be reimbursed.

Meals: Meals incurred as a necessity due to travel time shall be reimbursed up to the current GSA per diem rate for meals at the designated location. There shall be no allocation for meals if provided at the meeting. This information is available at <http://www.gsa.gov/perdiem>. At no time shall there be reimbursement for alcoholic beverages.

Parking: Parking fees will be reimbursed in full.

The Executive Director shall be reimbursed for expenses incurred while attending the annual conference of the National Association of Pupil Services Administrators (NAPSA) according to the following criteria:

Criteria for Reimbursement for Attendance at the Annual Conference of the National Association of Pupil Services Administrators (NAPSA)

Mileage: At the most current per mileage rate as permitted by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/142071>.

Airfare: If airfare is involved, the cost of such shall be approved in advance by the Executive Board.

Tolls: The cost incurred when traveling on toll roads will be reimbursed in full as long as such costs are a result of taking an appropriate route to the conference.

Room: The cost of a room at the facility where the conference is scheduled, including all state and local taxes. The room should be a standard accommodation unless handicapped accessibility is required. The cost of an additional person staying in the room will not be reimbursed. Accommodations made at a facility other than the one in which the conference is being held can only occur if the cost is less than the cost of accommodations at

the facility at which the conference is being held. No expenses for telephone use, movie rental, honor bar, or other incidental expenses shall be reimbursed.

Meals: Meals incurred as a necessity due to travel time shall be reimbursed up to the current GSA per diem rate for meals at the designated location. There shall be no allocation for meals if provided at the meeting. This information is available at <http://www.gsa.gov/perdiem>. At no time shall there be reimbursement for alcoholic beverages.

Parking: Parking fees will be reimbursed in full.

Contract

The Executive Director shall serve under the terms of a contract renewed annually at the June meeting of the Executive Board. That contract shall be recommended by the President-elect in consultation with the Executive Director. The contract shall stipulate the stipend and expenses to which the Executive Director shall be entitled along with the primary responsibilities of the position.

The Executive Director shall be paid his/her stipend on a quarterly basis upon submission to the Treasurer of an invoice for the same. Expenses shall be paid as requested by invoice and with appropriate receipts attached.

In addition to the expense reimbursements listed above, other terms of reimbursement may be included in the Executive Director's contract.

Limitations

The Executive Director shall represent the views and positions of the Association as determined by the Executive Board. In instances where matters of a controversial nature may arise that are not covered by the adopted positions of the Board, the Executive Director shall consult with the President before responding to the subject. The Executive Director may express himself/herself in editorial form within the organization's publications as long as he/she identifies the statements as personal opinion and they are not specifically offensive or non-factual in nature.

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DUTIES OF THE PRESIDENT

The President is the Chief Executive Officer of the Association. Upon him/her devolves the responsibility for the effective and timely operation of the organization.

Primary Duties

- * To preside at all meetings of the general membership.
- * To appoint chairpersons of all special committees.
- * To supervise all activities of the Association.
- * To serve as Chairperson of the Executive Board.
- * To serve as a member "ex officio" of all committees.
- * To approve those bills not previously approved by the Executive Board before funds are disbursed by the Treasurer.
- * To oversee the activities of the Executive Director.
- * To report to the Executive Board at each of their official meetings on the activities he/she has undertaken on behalf of the Association in the interim.
- * To report to the general membership at their annual meeting on the activities he/she has undertaken on behalf of the Association during the preceding year.
- * To develop the agenda for all business meetings of the general membership and Executive Board in consultation with the Executive Board and Executive Director.
- * To recommend dates for the Executive Board meetings for the year of his/her presidency.
- * To write a column for each issue of the PAPSA News.
- * To oversee an annual review of the Bylaws and Standard Operating Procedures.

Speaking on Behalf of the Association

The President is specifically enjoined from speaking officially on behalf of the Association, other than in accordance with specific positions on issues as adopted by the Executive Board. In the absence of an official position, the President should consult with the officers of the Association before stating a view on behalf of the organization.

Term of Office

The President shall serve a two-year term of office. In the event that the President-Elect is unable to assume the duties of the Presidency, the Executive Board may appoint the President to continue in the position for an additional term.

Revised February 2016

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DUTIES OF THE PRESIDENT-ELECT

The President-elect stands prepared to assume the responsibilities of the President should that individual be unable to fulfill the duties of office. In addition the President-elect has the following specific responsibilities.

Primary Duties

- * To work closely with the President.
- * To plan the annual conference.
- * To prepare, along with the Treasurer and Executive Director, a budget for the year of his/her presidency to be presented to the Executive Board at its June meeting.
- * To recommend dates for the Executive Board meetings for the year of his/her presidency at the June meeting of the Executive Board.
- * To propose a contract for the position of Executive Director at the June meeting of the Executive Board if appropriate.
- * To provide a report on the annual conference at the June meeting of the Executive Board.

Term of Office

The President-elect shall serve a two-year term of office. During the June meeting of the Executive Board, the President shall turn the gavel over to the President-elect at a point on the agenda predetermined by the two officers. In the event that the President is unable to fulfill the duties of the Presidency, the President-elect shall be elevated to the Presidency.

Revised February 2016

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DUTIES OF THE SECRETARY

The Secretary is the recording officer of the Association with responsibility for maintaining and disseminating the official records of the Association's business.

Primary Duties

- * To prepare a written summary of the meetings of the Executive Board and to disseminate those minutes to the Board members in advance of the next meeting.
- * To prepare a written summary of the annual meeting of the general membership and to disseminate those minutes to the Board members in a timely fashion.
- * To present the minutes of the previous meetings of the Executive Board and general membership at the following meetings of those bodies.
- * To conduct such other correspondence as may be directed by the President or the Executive Board.
- * To provide absent members of the Executive Board with copies of written materials handed out during the meetings.

Term of Office

The Secretary shall serve a two-year term of office, beginning and ending on odd numbered years.

Revised June 2002

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

DUTIES OF THE TREASURER

The Treasurer is responsible for all funds accruing to the Association, their receipt and disbursement.

Primary Duties

- * To keep an accurate record of all funds received and disbursed on behalf of the organization.
- * To present a report at each meeting of the Executive Board as to the financial status of the Association.
- * To present a report at the annual meeting of the general membership as to the financial status of the Association.
- * To disburse funds only in accordance with the policies and procedures of the Association.
- * To maintain ongoing financial records for the organization including reports, bank statements, invoices, receipts, etc.
- * To establish a system for disbursing funds by means of request forms and receipts.
- * To maintain separate accounts for the Association at a financial institution of his/her choice.
- * To arrange for an audit of the Association's accounts at least once every two years upon the completion of the elected term of office and to present the results of that audit to the Executive Board.
- * To prepare a separate report of the finances of the annual conference to be presented to the Executive Board at its next meeting following that event.
- * To prepare in cooperation with the President-elect a budget proposal for the next fiscal year to be presented to the Executive Board at its June meeting.
- * To advise the Board as to investment possibilities with surplus funds.

Fiscal Policies and Procedures

- * No funds shall be disbursed other than as approved by the Executive Board or with the authorization of the President.
- * A system of account numbers shall be maintained for receipts and expenditures to facilitate reporting on the status of the organization's finances.
- * Reports shall show each individual receipt and expenditure in clearly identifiable manner.
- * Receipts and/or invoices shall be required for all disbursements of funds.
- * Accounts shall be audited at least once every three years by a professional auditor and a report submitted to the Executive Board. An audit shall be performed prior to turning the books over to a new Treasurer.
- * Investment of surplus funds shall only occur with the approval of the Executive Board.

Term of Office

The Treasurer shall serve a two-year term of office, beginning and ending on even numbered years.

Revised June 2013

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

GOVERNMENT RELATIONS

A primary concern of the Association is keeping abreast of legislation and regulation at both the state and federal levels. In order that the pupil services point of view may be considered during the formulation of new and revised statutes, the organization shall maintain liaison with government agencies in the following manner.

Pennsylvania Department of Education

On at least a quarterly basis the Executive Director shall visit the Department of Education or review its web site to obtain copies of new regulations, standards and guidelines promulgated by the Department and to discuss issues of concern to the Association with appropriate members of the PDE staff. PDE staff members, as determined by the Executive Board, shall receive honorary membership in PAPSA and copies of all publications.

As often as possible, the Executive Director or designee shall attend the bimonthly meetings of the State Board of Education to report their deliberations to the membership, provide input to the Board on pupil services issues, and testify formally on behalf of PAPSA. The membership shall be notified of relevant hearings scheduled by the Board and encouraged to provide testimony, either oral or written, addressing the issues under consideration.

PAPSA members shall volunteer for and seek service on committees, taskforces and study groups initiated by the Department to insure that the concerns of the membership are heard.

General Assembly

The Executive Director shall subscribe to such publications as may keep him/her informed of the proposed legislation relevant to education in general and pupil services in particular. This shall include the Pennsylvania Bulletin and the Government Printing Office Bills Service. On behalf of the organization and with direction from the Executive Board, a designated individual shall offer testimony before House and Senate Committees and provide written information to key legislators.

Federal Government

In coordination with NAPSA, PAPSA shall address current concerns at the federal level such as Department of Education regulations and Congressional bills pertinent to the pupil services field. The Executive Director or a designated member of the Executive

Board shall maintain liaison with NAPSA's Executive Director and Legislative Chairperson to stay up-to-date on national issues.

Cooperative Action

Whenever possible, PAPSA shall ally itself with other professional organizations having similar interests for the purpose of influencing regulation and legislation at the state and federal levels. It is advantageous to use the government relations resources of larger organizations as a means of staying abreast of new developments.

Maintaining an Informed Membership

Government relations information shall be carried in the quarterly PAPSA News as a means of informing the membership of the issues. Members will be encouraged to engage in debate on those issues through the vehicle of the newsletter. Also, more detailed coverage of specific regulations and acts of the government shall be published in the PAPSA Manual for Pupil Services Administrators. A report shall be made at the annual business meeting, describing the steps taken to maintain a program of government relations during the past year.

Revised June 2013

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

MEMBERSHIP DEVELOPMENT

Membership is the life's blood of any organization. As such it is important that the Association have a plan to address membership development. Particularly in the case of an organization with a small potential membership it is essential to reach every possible candidate in a manner that will stimulate their interest to join and then to maintain their membership beyond the initial year. Membership development is one of the responsibilities of the Executive Director.

Reaching Potential New Members

Each year the Executive Director shall make a mass mailing, using first class postage, to all LEAs within the Commonwealth including school districts, vocational-technical schools, intermediate units, and such other entities as may hold an interest in the field of pupil services. This mailing shall describe the value of membership in PAPSA and will contain appropriate registration materials.

Periodically, the Executive Director shall obtain lists of pupil services administrators and Safe and Drug-Free Schools contact persons from the Department of Education and the various intermediate units. These will be used to create a database for potential members.

Statewide mailings such as that for the annual conference will reference membership in the organization and a nonmembers registration fee for the conference shall exceed the members fee by the current price of membership dues. All nonmembers registering for the conference will automatically receive membership for that current year.

Maintaining Existing Membership

To encourage existing members to renew their membership in the organization, a membership form shall be included in each issue of the PAPSA News - including the option for joint membership with NAPSA -along with an up-to-date list of those persons whose dues are paid for the current year. Members will be urged to share a membership form with colleagues in neighboring districts who may not belong to PAPSA.

Members shall have the opportunity to renew their membership along with the annual conference registration. This is considered advantageous because many LEAs will not reimburse employees for separate dues, but will do so if the dues are incorporated with conference registration fees.

Dues Structure

As stipulated in the Bylaws, membership dues can only be changed by action of the Executive Board at a formal meeting.

Revised June 2013

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

NOMINATIONS AND ELECTIONS

At the December meeting of the Executive Board, the President shall designate a Nominating Committee to undertake the process of selecting a slate of candidates for approval at the annual conference. Traditionally, the Immediate Past-President has chaired the committee, however, this is not mandatory under the Bylaws.

Nominations

Prior to the annual conference, the Executive Board will develop a slate of officers to include the positions of President-Elect, Secretary or Treasurer, and four Directors. It is recommended that the slate be developed in consultation with other members of the Executive Board. Nominees for President-Elect, Secretary and Treasurer should have experience in the profession and have been active with the organization. Director nominees should have potential for advancement to positions as officers. In all cases the Bylaws provide that officers shall be regular members of the association. Individuals holding associate, honorary or retired membership shall not be considered for office.

In the case of Board members, an individual may be selected to serve two consecutive terms. Further service as a Board member may not be considered until a year has passed. Consideration will be given to maintaining equity in geographic distribution when selecting Directors.

Prior to the annual conference all members of the slate should be contacted for their agreement to serve. The finalized slate shall be presented to the Executive Board during their conference meeting. At this point a vote of the Board shall be taken to approve the candidates for Board seats.

Elections

The Secretary of the Executive Board shall present the slate of candidates for elective office to the Annual Business Session conducted during the annual conference. A majority vote by those members present and voting shall suffice for the adoption of the slate. The Chair of the Nominating Committee shall then contact the candidates to confirm their election and shall invite them to attend the final meeting of the Executive Board for the current fiscal year.

The results of the election shall be published in the issue of the PAPSA News following the annual conference.

Suggested Guidelines

- * Appoint a committee at the September Board meeting.
- * Develop a list of candidates at the December Board meeting.
- * Present a finalized slate of candidates at the pre-conference Board meeting.

Revised February 2016

**Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES**

PEER REVIEW PROCESS

Purpose

Beginning in 1984, PAPSA developed and offered to the membership a process for reviewing any or all pupil services components in the schools and providing both commendations and recommendations for program improvement.

Process

A peer review will be conducted by use of a team process, involving PAPSA members or staff from the school entities of PAPSA members. Details of the process can be found in the Manual for Peer Reviews, which will be available on the PAPSA web site.

Requests for Review

Requests for the conduct of a peer review will be submitted to the Executive Director, who will liaison with the school entity to establish dates, arrangements and content for the review.

Fees and Expenses

No one serving on a peer review team will receive any fee or stipend for their service. The school entity shall be responsible for reimbursing team members for the cost of travel, meals and lodging associated with the review.

Final Reports

The final written report of the review will be considered confidential. Only two copies will be created, one for the school entity and one for the files of the PAPSA Executive Director. The team chairperson will prepare the final report within two weeks following the completion of the review. Team members will not receive copies of the final report.

Issued February 2016

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

POSITION STATEMENTS

Authority for Position Statements

The Executive Board may adopt position statements on behalf of the Association at any time. Such position statements are intended to express the consensus of thought within the profession concerning key issues related to the field of pupil services. Any member of the organization may recommend a topic or content for a position statement, but it is the responsibility of the Executive Board to consider, develop and ultimately disseminate such statements.

Position statements will be reviewed at least every three years to determine whether they should be revised, deleted, or remain as written. The Executive Director shall be responsible for bringing the position statements to the attention of the Executive Board in a timely manner.

Binding Nature

Position statements formally adopted by the Executive Board will be considered to be binding upon all officers and the Executive Board in providing guidance for any speeches, testimony or presentations on behalf of the organization that may be undertaken relating to the topics covered by such position statements.

Dissemination

All position statements adopted by the Executive Board shall be inserted into the next revision of the Pupil Services Manual by the Executive Director. In addition, copies will be circulated to liaison persons in other professional organizations with whom PAPSA maintains relations. Also, copies shall be disseminated to any government agencies that may be considering legislation, regulations, standards or guidelines pertinent to the topics of the position statements.

Position Paper

Position statements should not be confused with the Pupil Services Position Paper, a more extensive booklet revised periodically by the Executive Board and intended to define the scope of the programs and services subsumed under the concept of pupil services.

Revised February 2016

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

PUBLICATIONS

Newsletter

The official newsletter of the organization shall be the PAPSA News. Its publication shall be scheduled on a quarterly basis generally following each meeting of the Executive Board. A minimum of eight pages of material shall constitute each issue. The PAPSA News shall be distributed to all active members and to liaison persons in state and national organizations with which PAPSA maintains contact.

Content shall include, but not be limited to, the following:

- President's Letter (Each issue)
- Executive Director's Editorial (Each issue)
- Conference Report (June)
- New Executive Board (June)
- Revised Bylaws (June of those years in which it is revised)
- List of Paid Members (Each Issue)
- PDE Update (Each Issue)
- State Board Update (Each Issue)
- Liaison Activities (Each Issue)
- NAPSA Activities (Each Issue)

Manual

The PAPSA Pupil Services Administrators Manual shall be updated on a quarterly basis and mailed along with the PAPSA News. It shall consist of a minimum of 48 pages annually. Copies of the full manual will be available to the membership at a price to be set by the Executive Board.

Pupil Services Position Paper

The Position Paper represents the philosophical and organizational basis for Pupil Services as defined by the Executive Board. It shall be reviewed on a five-year cycle (or sooner if determined by the Board) and revised copies shall be circulated to all active members. The most recent update was completed in 2016.

Other Publications

Other publications may be authorized by the Executive Board as provided for in the organizational budget.

Editorial Aspects

The Executive Director shall serve as editor of the various publications unless otherwise determined by the Executive Board. As editor he/she shall represent the views of the organization or the factual basis of the topic in all articles with the single exception of the editorial column contained in the PAPSA News. The editorial column may represent personal opinion as long as it is clearly stated to be such and published over the editor's name.

Budgeting for Publications

Annually the Executive Director shall present a proposed budget for publication costs to the Board for inclusion in the organization's general budget. Included will be costs of materials, printing and postage associated with the production of the various publications.

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

RELATIONS WITH OTHER ORGANIZATIONS

PAPSA seeks to establish liaison with other organizations for the purpose of disseminating information and the profession of pupil services and the issues and concerns pertinent to it. The organization also desires to develop cooperative relations with those organizations to facilitate legislative action and public relations relevant to the issues. This does not imply that PAPSA should agree with those organizations on all issues or even all components of a single issue.

Procedures for Establishing Relations

The Executive Director shall mail the Association's newsletters and position papers to representatives of key organizations identified by himself/herself or the Executive Board.

Members of the Executive Board shall seek opportunities to appear on panels, programs, or as conference speakers before groups whose interests are similar to those of PAPSA.

PAPSA will obtain membership in coalitions of organizations with similar interests.

PAPSA members will seek appointment to taskforces, advisory councils, and commissions established by state government when those positions will bring them into contact with representatives of other organizations.

Organizations with Whom Relations Are Desirable

The following organizations are exemplary of those with whom PAPSA should strive to maintain liaison:

- Pennsylvania State Education Association
- Pennsylvania Federation of Teachers
- Pennsylvania School Counselors Association
- Pennsylvania Psychological Association
- Pennsylvania Association of School Nurses and Practitioners
- Pennsylvania Association of Student Assistance Professionals
- Pennsylvania Association of School Social Work Professionals
- Pennsylvania Association for Supervision and Curriculum Development
- Pennsylvania Federation Council for Exceptional Children
- Pennsylvania School Boards Association
- Pennsylvania Association of Elementary and Secondary School Principals
- Pennsylvania Association of School Administrators
- National Association of Pupil Services Administrators
- National Alliance of Pupil Services Organizations

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

ROBERT B. CORMANY AWARD OF EXCELLENCE

Purpose

The Pennsylvania Association of Pupil Services Administrators (PAPSA) supports all student services staff, groups, and initiatives and feels passionate that they should be recognized for their creativity, as well as their behind the scenes and front-line work to benefit students. Thus, the Executive Board may recognize for excellence in the field of student services one (1) or more school entities and/or persons within the Commonwealth based on the quality of their student services program.

Selection

A committee composed of volunteers from the Executive Board shall meet in February of each year to consider nominees for the Robert B. Cormany Award of Excellence.

Notification

School entities throughout the Commonwealth shall be notified of the process for submitting an award nomination via the PAPSA News, website, PupilServ, and the Penn*Link system. A nomination packet shall be sent to each interested party. Notification shall take place no later than December.

Criteria

Annually, the Executive Director shall submit to the Executive Board a set of criteria to be used in the selection of the award winner(s).

Award

The award shall be in the form of an engraved plaque or some other appropriate item, accompanied by a certificate congratulating the winner. In addition, the selection committee may choose to award honorable mention certificates to any or all of those applicants who were not selected as the winner. The award will be presented at the annual conference and the winner will be asked to make a presentation to the audience concerning those aspects of their program which they deem especially worthy of note.

Issued February 2018

Pennsylvania Association of Pupil Services Administrators
STANDARD OPERATING PROCEDURES

PROCEDURES FOR USE OF PAPSA WEBSITE AND SOCIAL MEDIA

As a means of enhancing communication with membership as well as interested parties, PAPSA will use available and appropriate computer website applications and social media. The following guidelines will govern the use of social media by PAPSA membership.

Definitions

Social media is a collection of online platforms and tools that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself, facilitating conversations and interactions online between groups of people. They are interactive computer-mediated technologies that facilitate the creation and sharing of information, ideas, career interests and other forms of expression via virtual communities and networks.

Social Networking is the act of connecting on social media platforms.

Examples social media use and platforms are:

- Social networking (e.g., Facebook, LinkedIn, Google+).
- Microblogging (e.g., Twitter, Tumblr).
- Photo sharing (e.g., Instagram, Snapchat, Pinterest).
- Video sharing (e.g., YouTube, Facebook Live, Periscope, Vimeo).

A website is a page or collection of pages on the World Wide Web (www) that contains specific information which was all provided by one person or entity and traces back to a common Uniform Resource Locator (URL).

Site Administration

1. The Executive Director and President shall serve as site administrators for the association's computer website and social media site(s) respectively.
2. With the approval of the Board, the President may appoint one (1) additional site administrator.
3. The site administrator(s) shall post usage guidelines and contact information on social media sites and make membership aware of same.
4. The site administrator(s) shall, on a regular basis (defined as minimally once a week), check the social media site for which they are responsible.
5. The site administrators shall post content and/or respond to posted inquiries or comments. The site administrator(s) are encouraged to solicit suggestions, information or clarification from the Executive Board as needed.
6. The site administrator(s) may immediately remove postings and/or block a user if inappropriate behavior is identified, suspected, or anticipated and must notify the Executive Board of such.

7. Problematic situations should be handled offline and those addressing such shall make every effort to be consistent in said handling.
8. The site administrator(s) shall remind users of site guidelines from time to time, particularly if there is a spike in problematic posts.
9. It is important to note that sometimes negative comments may not be meant to cause harm, but simply to raise issues about sites, a lack of information, or to share an opinion. Thus, the opportunity should be taken to address the problem and answer questions rather than just removing the negative comment(s) that reflect frustrations.

General User Guidelines for PAPSA Social Media Sites

As means of maintaining a positive public image, PAPSA reserves the right to remove photos, comments, and other material deemed "unproductive," by the Executive Board and/or its designee. This includes, but is not limited to:

1. Vulgar, profane, violent, offensive, or derogatory language and any statement that the Steering Committee and/or designee deems inappropriate in nature;
2. Graphic or disturbing photos, videos, and/or other media;
3. Angry or aggressive behavior toward others;
4. "Trolling," or posting deliberately disruptive statements meant to hijack comment threads or posted information;
5. Attacks on specific groups or any comments meant to harass, threaten, or abuse an individual;
6. Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation, or political beliefs;
7. Links or comments containing sexually explicit content material;
8. Discussion of illegal activity;
9. Spam, link baiting, or files containing viruses that could damage the operation of other people's computers or mobile devices;
10. Intent to stalk an individual or collect private information without disclosure;
11. Commercial solicitations or promotion of services or brands;
12. Violations of copyright or intellectual property rights;
13. Content that relates to confidential or proprietary business or personal or private information;
14. Reposting or drawing attention to the fact that a comment has been deleted;
15. Personal promotion; and/or content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the site.

Access to PAPSA social media accounts by organizations or individuals may be blocked for offensive behavior and/or violations of any of the guidelines herein. PAPSA may take any other action deemed necessary, including notification of law enforcement and/or the pursuit of other procedural or legal remedy.

Users are urged to post only information valuable to the goals of the association, to think before they post, to be friendly and fair, and to use common sense.

PAPSA encourages members to bring potentially problematic posts to the attention of the Executive Board.

General Guidelines for the PAPSA Computer Website

PAPSA shall maintain a computer website to inform members and the public as to the association and its mission, purpose, and services offered. Guidelines for maintaining such are:

1. The Executive Director shall act as the site administrator.
2. With the approval of the Board, the President may appoint one (1) additional site administrator.
3. The site administrator(s) shall post materials that are in keeping with the association's mission, purpose, and services offered.
4. The site administrator(s) shall regularly update the website.
5. The site administrator(s) may, with the approval of the Executive Board, add links of other organizations to the website provided that:
 - a. The organization is (1) a non-profit organization, also known as a non-business entity, not-for-profit organization, or nonprofit institution, which is tax-exempt and is dedicated to furthering a particular social cause or advocating for a shared point of view; or (2) a governmental entity defined as a national, federal, or state department, commission, board, bureau, agency, regulatory authority or instrumentality.
 - b. The organization will agree to place a link on its website to the PAPSA website if PAPSA so desires.

Issued February 2019