

**CALIFORNIA ASSOCIATION OF
SCHOOL PSYCHOLOGISTS, Inc.**

**BOARD
POLICY
MANUAL**

Revised March 2015



CASP Board Policy Manual

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Section 200 -- The Board of Directors

Policy statements governing the Board of Directors are included in the Bylaws for the California Association of School Psychologists, Inc.

Section 300 -- Members of the Board

Note: Please see Addendum #2 for descriptions of all board member positions.

Policy 320 -- President

In addition to the duties outlined in the Bylaws (Article 8.3), the President shall have the following responsibilities:

- A. In conjunction with the Executive Director, establish the agenda for all Executive Board meetings.
- B. Ensure that minutes are taken and preserved for all Executive Board meetings.
- C. Assist in the development of the annual strategic plan and the budget.
- D. Serve as the chair of the Finance Committee.
- E. In conjunction with the Executive Director and the Executive Committee, plan and chair the annual Convention.

Policy 325 -- President-Elect

In addition to the duties outlined in the Bylaws (Article 8.3), the President-Elect shall have the following responsibilities:

- A. Be given the opportunity to attend (at CASP expense) the Annual Convention of the National Association of School Psychologists.
- B. Serve as chair of the Personnel Committee.
- C. Identify a school psychology student to attend CASP Board of Directors meetings as a guest of the Association.
- D. In conjunction with the Executive Director and the Executive Committee, plan and chair the Spring Institute.

Policy 330 -- Immediate Past-President

- I. The Immediate Past President shall serve the Association in a manner which provides for smooth and effective continuity and/or transition from the activities and programs of the preceding year. Specific additional responsibilities would include:
 - A. Act as Parliamentarian for all Executive Board and Association meetings.

- B. Update the Policies and Procedures Manual and supervise the collection of historical documents or information important to the Association.
- C. Assume such responsibilities as may be delegated by the Association President.

Policy 335 -- Secretary/Treasurer

- I. The Secretary/Treasurer shall be responsible for overseeing the fiscal programs and activities of the Association and shall regularly report such information to the Executive Board.

Policy 365 -- The Nomination Process

- I. The call for nominations includes:
 - A. Office vacancies to be filled, description of the office and qualifications to be nominated.
 - B. Deadline for written nominations receipt at the Association office.
 - C. Procedure to verify nominees' consent to serve if elected to the office.
 - D. Signature of nominating member who must be a Regular Member in good standing.
 - E. The President-Elect shall assure that each nominee shall possess the appropriate requirements for each office to be filled.
- II. Candidates for nomination shall be contacted regarding their willingness to serve in the office of nomination by the President-Elect. Candidates are to complete the vita, and return it to the Association office by the adopted deadline.

Policy 375 -- The Election Process

- I. For the offices of President-Elect, Secretary/Treasurer, and Regional Representative:

Ballots shall be made available online and include:

- 1. Brief biographies presented in order of President-Elect, Secretary/Treasurer, (if applicable), and Regional Representatives numerically by region. If possible, photos will also be included.
 - 2. Ballot form with candidates presented in the same order as #2) above. A write-in opportunity for each shall be available.
 - 3. Pertinent instructions as to the valid method for voting, the date and time that voting shall end, and any special instructions.
- B. Using email addresses, membership status of voters shall be reviewed by the Executive Director and CASP office staff. Only regular and associate members in good standing, and honorary members, shall be allowed to cast votes.

- C. Ballots shall be prepared by the Executive Director and shall be sent to all regular and associate members in good standing via electronic communication such as email.
 - D. Notice of the election for Board of Directors shall be posted on the CASP website at least 30 days before the voting period begins, and shall state the dates and time during which voting will be conducted. The time and date of the close of the voting shall be clearly stated.
- II. For the office of Affiliate Representative:
- A. Each Region Representative, Affiliate Representative, and Affiliate President who is a Regular Member in good standing shall be polled for input on candidates for the position of Affiliate Representative. A written memo, from the President-Elect shall be forwarded to each eligible individual with the names and qualifications of each candidate. Eligible individuals shall be asked to make a recommendation for one (1) candidate only. This shall be accomplished in May/June of every odd-numbered year, prior to the June Board of Directors meeting.
 - B. If a Regional Representative or Affiliate Representative also serves as an Affiliate President, or if an Affiliate President is not a Regular Member of the Association in good standing, the Affiliate President polling memo shall be completed by another affiliate officer who is a Regular Member of the Association in good standing. The descending order of precedence for affiliate officers other than president to receive the polling memo shall be: President-Elect, Past-President, Secretary/Treasurer. If none of these officers are Regular Members of the Association in good standing, the Association President-Elect, in consultation with the Association President, Executive Director, and Affiliate President, shall select a previous affiliate officer who is an Association Member in good standing to complete the Affiliate President's polling memo.
 - D. All polling information shall be forwarded to the Association President who will make a recommendation to the Board of Directors for appointment to the office of Affiliate Representative. The appointment must be ratified by the Board of Directors at its June meeting.
 - E. Nominees shall be notified of election results by the President-Elect no later than three weeks after the close of the voting. General membership shall be notified of the results and the newly elected officers will be introduced in the Spring issue of *CASP Today*. Ballots and tallies shall remain on file for inspection at the Association office for a period of one year.

Section 400: Board Meetings

Policy 410 -- Calendar

- I. The President shall present to the incoming Board at the August meeting an annual schedule of Board meetings and the date of the annual Association business meeting for its approval.

Policy 415 -- Agendas

- I. Items for inclusion on the agenda of the Board meetings and the Annual Association Business Meeting shall be submitted thirty (30) days in advance of the meeting to the President by the Board, committee chairs, liaisons, and the Association staff, using the Board Member/Committee Report Form or by submitting a request to either the President or Executive Director. The agenda shall be developed by the President, in consultation with the Executive Director. The Association office shall submit the completed agenda to the Board, committee chairs, liaisons, and at least two weeks prior to the Board meeting.
- II. The Board may, by motion and approval of the Board, revise the agenda order at the beginning of the Board meeting and include additional items for consideration.
- III. The agenda usually will be in this order: call to order, determination of a quorum, approval of the agenda, report from the President, report from the Executive Director, Action/Discussion Items, New Business, Old Business/General Information, Brief Review of Written Reports, and adjournment.
- IV. The Board packet, the materials each board member receives prior to board meetings, will be considered confidential, and will be labeled as appropriate.

Policy 420 -- Minutes

- I. Minutes should be a record of what was considered and accomplished at a meeting, not a record of conversations, reports and work assignments. They should not include sidebar conversations. Minutes should indicate the place, date and time of the meeting and the names of all participants at the meeting, including persons arriving late or leaving early, guests and staff.
- II. Minutes are to be taken by a staff member, appointed by the Executive Director. Board meetings will be recorded with audio equipment and through note taking. Only the staff member appointed by the Executive Director may create audio (or video) recordings of board meetings.
- III. Minutes will be distributed within a reasonable amount of time following the meeting to the President for approval. After approval by the President and the Board of Directors at the subsequent meeting, minutes are placed on the members only section of the CASP website. Each set of minutes will remain on the website until the next set is approved by the Board of Directors.

- IV. Drafts of minutes, notes and audio recordings shall not be retained in the CASP offices once the minutes are approved.

Policy 435 -- Attendance

- I. Attendance at Board of Directors meeting shall be as follows:
- A. Board Members: Board members are required to attend all meetings of the Board of Directors.
 - B. Committee Chairs/Specialists: Committee chairs and specialists are required to attend only those meetings identified as "Full Board meetings."
 - C. The Executive Committee will determine reimbursement policies for board meetings at its June meeting for the following fiscal year. Decisions on reimbursements will depend on the financial status of the Association.

Section 500: Business of the Board

Policy 505 -- Annual Budget

The Executive Director is charged with working with staff and volunteers to compute the various revenue and expense items of the budget, which will be presented to and reviewed with the Finance Committee.

Timeline and Procedures

I. December

- A. Finance Committee Meeting -- An initial meeting of the Finance Committee will take place in January in order to begin to identify priority activities for the upcoming year. The Strategic Plan and its goals and objectives, along with other available data, forms the cornerstone of this activity.
- B. January Committee Input -- The Treasurer shall request of each officer, committee chair, and liaison, budget needs for the upcoming fiscal year. Information is to be submitted directly to the CASP office by the end of January.
- C. Special projects or any increases to the budget that are new items will be considered in relation to the strategic plan and subject to approval of the Finance Committee. Special projects and new items are considered on a year-to-year basis.

II. March

- A. Board of Directors' Meeting -- A brief budget meeting will be held with incoming officers and committee chairs (if known). This meeting provides the opportunity to discuss the process and priority areas with newly elected officers and representatives.

At the March Board of Directors meeting, the Executive Director, in collaboration with the Treasurer and Finance Committee, will present the first draft of the upcoming fiscal year budget. Board members are to provide input and feedback on these figures prior to presentation of the final budget at the June Board of Directors meeting.

- B. The Finance Committee is charged with finalizing the budget prior to the June Board of Directors meeting.

III. June

Board of Directors Meeting -- The final proposed budget is presented to the Board of Directors for review, discussion, and ratification.

- IV. A reserve fund shall consist of 6 months of operating revenues for the current year, and shall be set aside as a separate fund from ending reserves of the prior year. This reserve fund is to be used by approval of the Treasurer and the Executive Director for purposes of budget adjustment only.
- V. Funding for new items or special projects will be announced at the Board meeting in August.

Policy 510 -- Disbursement of Funds

- I. The Executive Director shall be responsible for the disbursement of funds as authorized in the adopted budget.
 - A. All employees shall be bonded by employee theft insurance carried by the Association.
 - B. The following signatures shall appear on the Association's checking account(s):
 - 1. Treasurer
 - 2. Executive Director
 - C. One signature shall be required for each disbursement from the checking account(s) for amounts under \$5,000. Checks that exceed \$5,000 may be disbursed with one signature to make payment for routine administrative/activity (Convention & CPD) expenditures only. Non-routine administrative/activity expenses over \$5,000 must be approved by the CASP Treasurer/Finance Committee before payment is made.
 - D. When a budget account has only ten (10) percent of its budgeted funds remaining, the Treasurer shall be notified immediately so that any needed transfers may be considered.
 - E. In exceptional circumstances disbursements may exceed a budgeted amount by ten (10) percent without being considered an emergency financial decision. The Treasurer shall be informed of all such disbursements.
 - F. Any unusual, unforeseen financial emergencies shall be referred to the Treasurer for decision by the Finance Committee.

Policy 515 -- Reimbursement Requests

Expenses shall be reimbursed to committee chairs and officers for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.

- I. Travel by air or personal auto, whichever incurs the lower cost. If personal auto travel is selected, the amount reimbursed shall not exceed the cost of the lowest available, advance purchase coach airfare to the same location. Those traveling on Association business by air shall request the lowest available fare. It is preferred that the CASP staff make travel arrangements.
- II. Requests for reimbursement shall conform to the limitations established by the board to include the following:
 - A. Auto travel to be reimbursed at fifty (.50) cents per mile or at the same cost of an airline ticket, whichever is less.
 - B. Per diem for meals will be reimbursed at \$45 per day.
 - C. Lodging at the lowest commercial rate available, double occupancy if available.

- D. Supplies and equipment not available through the Association office, but necessary to the performance of duties.
 - E. Mailing that cannot be done at the Association office.
 - F. Duplicating and copying that cannot be done at the Association office.
 - G. Parking fees.
 - H. Bridge tolls.
- III. Committee members seeking reimbursement shall have obtained prior approval for the expenditure from the committee chair, President or Executive Director.
 - IV. Association employees shall be reimbursed for the actual cost of expenses incurred, subject to the approval of the Executive Director.
 - V. The vouchers will be submitted within sixty (60) days of the expenditure, except at the end of the fiscal year.
 - VI. Expenses incurred within thirty (30) days of the close of the fiscal year shall be submitted by July 10.
 - VII. Receipts must accompany all requests for reimbursement except for mileage and meals.
 - VIII. Expenses submitted on approved voucher forms which are, in conformance with the approved budget of the Association shall be reviewed and approved by the Executive Director.
 - IX. The Treasurer shall review the expense reimbursements of the Executive Director on a regular basis.
 - X. Original vouchers with appropriate documentation shall be maintained in the Association office.
 - XI. In carrying out the duties described in the Bylaws and policies of the Association, the President of the Association will likely be required to expend a considerable amount of personal time. This expenditure of time may require the President to be away from his/her regular place of employment. In recognition of these time demands, the Board of the Association may, on a yearly basis, authorize a disbursement of Association funds to reimburse the President's employer for the time that he/she spends away from the job attending to Association affairs, at a rate agreed upon by both the employer and the Association, with guidance and input from the President. The reimbursements described must be recommended by the budget committee and approved by a two-thirds vote of the members of the Board.

Policy 520 -- Investments

See Addendum #3 Investment Policy

The Executive Director is authorized to find investments, which provide safety and liquidity, and conservative yield. Investments will be made in consultation with the Treasurer and Finance Committee.

The Executive Director, in consultation with the Association Investment Advisor, has the responsibility for investing Association funds.

- I. Annually the Finance Committee shall approve investment vehicles.
- II. Investments shall be reviewed with the Finance Committee quarterly, including the risks involved.
- III. The Executive Director shall regularly inform the Finance Committee regarding the progress of these investments.
- IV. The following signatures shall appear on all investment accounts:
 - A. Executive Director
 - B. Treasurer
 - C. President
- V. Any transfer of invested funds shall require two signatures, one elected Board member and one staff member from those listed in #4 above. The President and the Treasurer shall be informed of the location, name and address, of all institutions in which Association funds are invested.
- VI. A "Prudent Reserve" fund will be established and maintained in the amount equal to six (6) months of the Association's operating budget;

The Board of Directors may designate reserve funds in excess of the prudent reserve for specific purposes on the vote of the Board. When funds are determined to be "designated" for a specific purpose, these monies cannot be used for any other purpose unless the Board agrees to ratify the originally designated use and purpose of the funds.

Section 1000: Committees and Advisory Groups

Note: Please see Addendum #2 for descriptions of all board member positions.

Committees and Advisory Group Specialists are assigned responsibilities and activities that further the Association's mission and the specific strategies outlined in the CASP Strategic Plan.

Each Committee and Advisory Group will be assigned a liaison from the Board. The liaisons will be determined by the Association President. The liaison will be expected to work closely with committee chairs and Advisory Group specialist to facilitate ongoing communication, be actively aware of the work of the committee work groups, and provide input, feedback, and communication the Board. Each committee chair and advisory group specialist will report regularly to the Board on his or her activities and accomplishments. In the normal course of conducting work of the Board, liaisons will represent the work of committees and advisory groups to the Board. If the nature and intensity of an issue warrants it, a committee chair or specialist will be asked to attend the Board meeting to report or suggest action on a particular item. Committee chairs and specialists are expected to guide the work with all volunteer members in their committee work groups or in their specialty areas as well as serve as mentors to foster future CASP leaders.

Committee Chairs and Advisory Group Specialists are appointed annually by the President, with ratification by the Board. Committee members are appointed by either the President or the Committee Chair. The Committee Chair is required to report any such appointments to the CASP office and provide a roster of committee members to staff.

Committee activity plays a substantial role in furthering the overall goals and objectives of the Association. For this reason, it is important that each committee member actively participate in the projects and assignments of the committee. If a committee member finds that he or she cannot contribute on an ongoing basis to the work of the committee, he or she should notify the committee chair. Upon notification to the President, the committee chair may replace the committee member with another volunteer.

Policy 1020 -- Continuing Professional Development

- I. It is the philosophy of this Association that Continuing Professional Development is a vital concern to the profession of School Psychology and the expansion of this program is a primary goal of the Association. Professional workshops, retreats, and other professional activities should be available during the year, throughout the State in order to provide psychologists the opportunity to expand knowledge, develop additional competencies, and enhance professional skills. Workshops will be designed to include domains listed in the NASP Practice Model.
- II. Selection and development of such activities should reflect current Association goals and priorities. Emphasis should be on skills and issues that are current, significant, and appropriate to a statewide organization.
- III. The Association will utilize its resources to sponsor these professional experiences and will provide assistance and expertise to affiliates to increase services to members.

Policy 1021 -- Workshops

Association and Association/Region workshops are planned and organized by the event chair(s) in consultation with the Executive Director. Planners are responsible for developing program content and identifying presenters. Staff is responsible for selecting facilities, setting the fee structure, managing promotion of the program, and coordinating registration and on-site details. Contracts and/or written agreements for presenters and facilities are essential and are generated and managed by CASP staff. All financial risks are assumed by the Association.

- I. Affiliate workshops are planned and organized by the local affiliate. Registration will be handled by the Affiliate. Financial risks and profits are assumed by the Affiliate.
- II. Affiliates may offer CEUs for LEP/LPCC/LCSW/LMFT license holders through the Association's California's Board of Behavioral Sciences Continuing Education Provider license. Affiliates are responsible for collecting fees and evaluation sheets and monitoring attendance if they choose to participate in this program. Affiliates may also offer continuing professional development hours for Nationally Certified School Psychologists through CASP's provider number. Continuing education services for other licensees or certificate programs may be added as CASP increases its provider services.
- III. The Association may assist with advertising an Affiliate's workshop through CASP Today and through the Association's web site.

Policy 1022 -- CPD Workshop Fees

- I. Fees shall be established by the Executive Director, in consultation with the Executive Committee.
- II. Affiliates may establish their own fee structure.

Policy 1023 -- Other CPD Services

The CASP staff shall assist Region Representatives and Affiliates in workshop planning. The Association has available a list of potential presenters, called a Speakers Bureau, and facilities with specific informational data and evaluative comments. The updating of these services shall be ongoing.

Policy 1025 -- CPD Master Calendar

A master calendar shall be developed each year in order to coordinate professional activities and thus allow for maximum participation at any one activity. Proposed workshops and other significant activities should be cleared through the Association office.

Policy 1026 -- Continuing Professional Development Certificate

The California Association of School Psychologists supports and encourages participation in the National Certification of School Psychologists Program of the National Association of School Psychologists and the companion Recertification Program requiring continued professional development for School Psychologists.

Policy 1027 -- CPD Endorsements

- I. The CASP Board may recommend to CASP members, CPD opportunities presented by other professional organizations or public agencies. Such a recommendation is not to be construed as endorsement, sponsorship, or promise of support.
- II. Any request for such a recommendation must be accompanied by a description of the proposed program content and a list of sponsoring organizations or agencies.
- III. The CASP Board may elect to provide support to worthy programs. Examples of such support are free advertising in CASP Today, providing sponsors with a copy of the CASP mailing list, mailing notices to CASP members, and/or designating officer(s) to represent CASP as attendees of the event.
- IV. This policy does not prohibit the CASP Board from knowingly electing to endorse, sponsor, or support an event planned and promoted by another professional organization or public agency and incurring the potential concomitant financial liability that accompanies such a decision.

Policy 1028 -- Co-Sponsorship with other Organizations

- I. CASP recognizes the importance of working in a collegial and productive manner with other professionals and professional organizations in California. The Association also recognizes the ethical risks of endorsing or appearing to endorse other organizations, particularly private agencies or businesses. In the interest of supporting professional interaction and cooperation, CASP will consider co-sponsorship of CPD activities and events with other professional organizations, on a case-by-case basis. Private organizations and businesses may be listed or identified as providing financial support.
- II. Any co-sponsorship between CASP and any other organization, profit or nonprofit, must initially be authorized by the Executive Director, subject to approval by the Board. Under no circumstances will advertisement of the event (either written or verbal) allow inference or endorsement of the other organization or their goals by CASP.

Convention Committee: See Section 1300

Policy 1030 -- Committees of the Board

Note: Please see Addendum #2 for descriptions of all board member positions.

- I. Upon taking office, the Association President shall decide on what committees are necessary to carry out the strategic plan. He or she will appoint the chairs of each committee, subject to ratification by the Board. Duties of each committee will be determined by the Association President, subject to Board approval.
- II. Committees may include, but not be limited to, the following:
 - Awards
 - Convention
 - Cultural and Linguistic Diversity
 - Political Action
 - Publications
 - Research

- III. Each committee chair will serve a one- (1) year term.
- IV. Each committee chair will appoint committee members. Committee members will serve a one-year term.
- V. Ad hoc committees may be appointed for one-year terms by the President.

Policy 1045 -- Legislative Committee

Committee Responsibility

The legislative program applies the Association's policies and platforms to specific legislative and budget proposals affecting the Association. This is done to provide legislative policy direction to the CASP lobbyist, CASP staff, the Legislative Key Contacts, and other volunteers in their advocacy efforts.

The committee acts as an advisory committee that reviews and takes positions consistent with CASP's Policy Platform on bills in the Legislature having an impact on public education, behavioral and mental health, and/or the field of school psychology.

In even-numbered years, the Legislative Committee is responsible for developing the proposed two-year policy platform for adoption by the Board. The platform directs the efforts of the staff and members to influence lawmaking at the state and national levels. All Board members are given an opportunity to provide input in the development of the policy platform.

I. Composition

- A. The Legislative Committee is a standing committee. All Legislative Committee members shall be Association members in good standing. Legislative Chair appoints the committee members.
- B. The term of office shall be for a full legislative session (approximately 2 years). Members are appointed July 1 of each even numbered year, but do not begin their terms until the end of the current legislative session (usually in the Fall in even numbered years).
- C. The Legislative Committee shall meet in person or by conference call at least four times per year including an annual legislative planning session. Other meetings/conference calls may be held as needed.

II. Committee Chair

- A. The Chair of the Legislative Committee shall be appointed by the President, subject to ratification by the Board.
- B. The Chair of the Legislative Committee shall be responsible for providing direction and leadership to the committee.

III. Staff Support

- A. The CASP lobbyist shall provide staff support to the Legislative Committee and work closely with the chair to carry out the objectives of the committee.
- B. The CASP lobbyist shall consult with the Executive Director regarding all legislative bills, policies and advocacy matters impacting the Association.

IV. Legislative and Policy Review Process

- A. The Legislative Committee shall identify issues and policies in the development of a legislative platform and present those issues for adoption by the Association's Board of Directors.
- B. Bill analyses are prepared by staff for committee deliberations. The analyses are meant to be internal documents and should be considered confidential.
- C. The Legislative Committee shall recommend position statements and activities on legislative and policy matters before the Committee.
- D. The Legislative Committee and staff shall report on the above activities to the Board for position concurrence at the next Board meeting and to the general membership through CASP Today *and the Association's web site*.
- E. Legislative Committee and Board members shall receive periodic updates on positions the Legislative Committee has taken on individual bills. Because bills and policies may be modified during the legislative session, the Executive Director and CASP lobbyist (in concert), with approval from the Legislative Chair, have the authority to alter CASP's position in response to these changes. The CASP lobbyist and the Executive Director shall communicate new positions and legislative activities at the next Legislative Committee and Board meetings.
- F. The CASP lobbyist shall, on behalf of the Association, provide legislative advocacy to the appropriate elected representatives, administration officials, and other professional Associations/advocates.

Policy 1050 -- Professional Services Advisory Group

Note: Please see Addendum #2 for descriptions of all board member positions.

- I. Composition:
 - A. The President shall appoint "specialists" to serve as the Advisory Group. These individuals are selected for expertise in one of the identified "specialty areas" (listed below).
- II. Purpose:
 - A. The Professional Services Advisory Group provides a variety of services to members, including the development of various position papers, informational documents, and information and referral services to members and other individuals with questions related to the profession and the practice of school psychology in general. Members of the Professional Services Advisory Group also represent the

Association in their relevant areas of expertise to other organizations and groups. Professional Services Advisory Group specialty areas are determined each year by the Association President. Specialists may include, but are not limited to:

Assessment
Crisis Intervention
Employment Relations
Training and Accreditation
Professional Standards
Ethics
New School Psychologists

- B. On a regular basis, Professional Services Advisory Group members will provide articles and updates for CASP Today on topics and issues of concern to the membership.
- C. Term of office will be for one year.
- D. Ad hoc members of the Professional Services Advisory Group may be appointed by the President for specific tasks.

Policy 1075 – Specialists’ Communications with Federal and/or State Institutions regarding CASP positions

- I. CASP Specialists maybe asked by a member of the Executive Board and/or the Executive Director to offer expert opinions on State and or Federal institutional/agency practices, regulations, policies and/or procedures. In such cases, Specialists will provide their expert opinion to the CASP Executive Board (or a member of that Board) to ensure that it is line with previously adopted CASP policies and procedures.
- II. This Board Procedure shall in no way restrict or inhibit a Specialist from responding immediately and directly to specific member questions without the need for Executive Board Approval.

Section 1100: Awards

CASP has established a series of awards to recognize individuals for their research and contributions to the field of School Psychology.

Policy 1105: Michael Goodman Outstanding Research Award:

The Michael Goodman Outstanding Research Award recipient shall be selected by the Research Committee according to the following procedures. The Research Committee members who are themselves applicants for the award are not eligible to judge.

The Michael Goodman Outstanding Research Award shall be presented at the CASP Convention nearest to the date the project was submitted.

The award shall consist of a letter congratulating the winner and a cash prize of five hundred dollars (\$500.00).

General Criteria:

- To be considered for this award, the study must be submitted for presentation at the CASP Convention.
- The research project must focus on a problem or question that clearly relates to the practice of school psychology.
- Either basic or applied research projects are eligible for consideration.
- The study must be original; not an analysis of data collected as part of another project or a re-analysis of old data.
- The study must not have been published prior to the Convention.
- The study may be conducted by more than one principal investigator provided all researchers have contributed equally to the project. Use of additional personnel for data collection is permissible.
- The principal investigator must be a Regular Member, Associate Member, or Student Member of CASP at the time the research project is submitted for consideration.

Entry and Selection Procedures:

- Applicants must apply for the award through the annual "Call for Presentations" published on the CASP website
- The deadline for submission of projects will be established in the "Call for Presentations."
- The selection process will be as follows. All entries will be screened by the Research Committee chair to:
 - determine that the study qualifies in terms of General Criteria 6 and
 - record the identity of the study and principal investigator;
 - remove the identification from the copies to be evaluated.
- Copies of each competing research study will be forwarded to the members of the Research Committee as "blind copies."
- The Research Committee shall read and rate each entry, rank the entries, resolve any tie rankings, and make the final determination of the recipient of the research award. The Research Committee Chair is responsible for coordinating these procedures and resolving ties.

- The Research Committee actions will be returned to the CASP office where the CASP staff will arrange for the presentation at the Convention.
- The Research Committee decision will be final.

Evaluation Criteria:

Compliance with General Criteria 1, 2, 3 and 4 will be determined.

Each project will then be rated on technical aspects to include:

- definition of the problem or issue;
- formulation of hypothesis, questions or objectives;
- review of related literature;
- research design;
- research procedures;
- data analysis;
- conclusions and implications; and report format.

Policy 1110: Scientist-Practitioner Research Incentive Grant (Amended 1/11/02)

The primary goal of the program is to offer support, encouragement and recognition to practicing school psychologists who are conducting research that has direct relevance to the practice of school psychology. The program was established to support research that furthers knowledge of effective school practices related to positive student outcomes and promotes the profession of school psychology as the representative of the discipline of psychology in the public school.

I. Award Amount: Range of \$500.00 - \$ 1,500.00. Funds are intended to provide support for activities such as data entry, clerical assistance, report preparation, travel, etc.

II. Guidelines for Proposal Preparation and Submission:

CASP encourages proposals that address areas of concern regarding the educational and mental health needs of children and youth. Proposals are encouraged regarding practices with direct relevance to the practice of school psychology, and school reform efforts that promote positive results for students.

2. Award Criteria:

- a) Applicants must be CASP members in good standing. Absolute priority will be given to practicing school psychologists.
- b) Proposals must identify an area of school practice that is of significant interest to their own school community, with implications for the broader educational community. Topics will be evaluated according to how the topic reflects membership interests and/or significant and contemporary issues in the practice of school psychology.
- c) Proposals must focus on an aspect of practice that can be related to improving student outcomes and the profession of school psychology.

- d) Proposals must specify a valid methodology appropriate to the proposed study.
- e) Proposals should involve research projects that can reasonably be expected to be completed within 6 to 8 months. The project results will be presented at CASP's annual convention, ~~March of the following year~~. Support may be requested for the analysis of data that has already been collected, or the collection of new data.
- f) Successful applicants must agree to present the results of the project at a CASP annual Convention, and submit a paper regarding the results of the project for publication in CASP Today or the Contemporary School Psychology.

3. Application Procedures:

Applicants should submit a proposal that clearly indicates:

- the question to be studied,
- the relevance of the question to the practice of school psychology,
- the implications of the study for the improvement of educational practices for children,
- a description of the methodology of the proposed study,
- a timeline for project completion, and
- a budget for the expenditure of all requested money.

Proposals should not exceed 10 pages (typed, double-spaced, 12-point font), and be appropriately formatted using current APA guidelines.

Completed proposals are to be sent to the CASP Office to the attention of the Research Chair.

All proposals will be evaluated by the Research Committee.

A plan for disbursement of funds will be developed with each successful applicant. Funds become available July 1 of each fiscal year.

Timeline:

“Call for Projects”	Winter Issue CASP Today
Submission Deadline	April 1
Notification to Candidates	May 1
Initiation of Grant	July 1 (funds available)

Policy 1120-- Sandra Goff Memorial Award
See Addendum #1 for more details.

Background: Established 1980-81. Awarded for recognition of distinguished service to the profession of school psychology in California, and to CASP.

Criteria:

Exemplary service to the Association, long-term contributions to school psychology in a variety of settings, and influence extending throughout California and beyond.

Eligibility: Open to all CASP members, regardless of professional responsibilities.

All CASP members are eligible for this recognition, including practicing psychologists, coordinators, directors, administrators of psychological services, and others. It is in recognition of distinguished service to the profession of school psychology and recognizes exemplary service to the Association, long-term contributions to school psychology in a variety of settings, and efforts that had effects beyond district boundaries, throughout California and the Nation.

Nominations:

Nominations are solicited from the membership by an announcement in CASP Today and the CASP website. Nominations are by letter, submitted to the Awards Chair or other Association Board member charged with awards coordination duties. In addition to nominations from the field, the Awards chair will prepare an annual list of the most eligible candidates, based on their services and contributions to CASP, as documented by data from CASP leadership directories, articles in CASP Today, Convention programs, membership rosters, and other evidence of exemplary service.

Selection:

Selection is by the Awards chair and other individuals appointed by the President. Names of nominees, plus documentation of their qualifications, are forwarded to the selection committee. Each committee member votes for the candidates in rank order. A written notice of the balloting and results is sent to each committee members. The results of the selection are kept confidential until the award is announced and presented at a general session of the Annual Convention.

Notification: At time of presentation, during a general session of the Annual Convention.

Award: Special engraved plaque, plus Certificate of Life Membership in CASP. A gold lapel pin, showing the CASP logo surrounded by a circular wreath, is presented to the winner of the award. Winners also become honorary members of CASP, meaning they receive a complimentary lifetime membership.

Number of awards: One annually.

Recognition: Feature article in CASP Today and local media following annual conference each year.

Policy 1130 -- Outstanding School Psychologist (Nadine M. Lambert Outstanding School Psychologist Award)

See Addendum #1 for more details.

Background: Established 1973-74. Awarded for outstanding service as a school psychologist. Replaced recognition given to districts for outstanding psychological services. Beginning in 2005-2006 only one award presented per region. Beginning in 2007-2008, renamed Nadine M. Lambert Outstanding School Psychologist Award, in honor of UC Berkeley professor, one of the founders of the modern profession of school psychology.

Award Criteria

(exemplary service in one or more areas.) Examples include, but are not limited to:

1. Service to Students.

- Assesses educational and psychological strengths and needs of individuals and groups of children.
- Assists in the solution of the problems through counseling.

- Works with other specialists in planning and implementing individualized educational programs.
2. Service to Teachers.
 - Helps plan educational programs based upon identified strengths, and needs of individuals or groups of children.
 - Works toward the solution of management problems of students whose learning or adjustment disabilities interfere with classroom activity.
 - Provides information and ideas on the application of psychological research and theory to the classroom activity.
 3. Service to Administrators.
 - Facilitates educational planning through research and consultation.
 - Helps with the design, preparation, and evaluation of proposals for educational programs funded by local, state and federal sources.
 - Provides in-service education for teachers and staff.
 - Participates in the development and evaluation of programs and services.
 4. Service to Parents.
 - Provides parents with information about the educational and psychological strengths and needs of their children.
 - Explores means by which parents and the school can work together more effectively to assist the child.
 - Expedites referrals to other specialists and agencies when appropriate.
 - Offers parent education programs concerned with child rearing and school-related topics.
 5. Service to Community Agencies.
 - Identifies children with special needs beyond the scope of school resources.
 - Provides information and interpretations, which facilitate service to children.
 - Serves as school representative to help others understanding school goals, needs, and operations.
 - Offers specialized educational programs and materials.
 6. Service to the Profession.
 - Is a member of CASP.
 - Sees his or her work as a constant search for knowledge about human behavior, and uses such knowledge for the promotion of human welfare.
 - Advances school psychology through the application of psychological knowledge to the problems of the schools with special attention to the interactions of the school system and the child.
 - Governs his or her professional behavior by the Code of Ethics of CASP and NASP.
 - Participates actively in appropriate local, regional, state, and national professional organizations.
- I. Eligibility: Open to members of CASP who are practicing school psychologists. Administrators, trainers, supervisors, and consultants are not eligible.
 - II. Nominations: In the Spring of each year, each region nominates two to five candidates for the Outstanding School Psychologist award, following the CASP criteria. CASP affiliate

groups, working with their CASP region representative, are the leaders in this effort, although any member in good standing may nominate for this award.

- III. Selection: A committee made up of the Region Representatives will choose one award winner from each region. Region representatives do not vote in contests in the region they represent.
- IV. Announcement/Award: All of the regional OSPs, are introduced at the Annual Convention. CASP hosts a luncheon or dinner during the Annual Convention to honor the OSPs from each region. A certificate or plaque engraved with the psychologist's name, year, and region number is presented to the winner.
- V. Pins: Commencing with fiscal year 1996-97, distinctive lapel pins will accompany each regional outstanding school psychologist award. The pins will show the CASP logo surrounded by a circular wreath. The OSP pin is silver.
- VI. Recognition: An article in *CASP Today* either in conjunction with or immediately following the Annual Convention, as well as news releases to local media outlets.

Finance Committee -- (see 505)

Section 1200: Liaisons

Section 1205 -- Liaisons

- I. The Board may accept representatives from other groups or organizations and may authorize members to represent CASP before other organizations. Although these individuals represent the Association, they are not authorized to speak on behalf of the Board.

Section 1300: Convention

Policy 1305 -- General Policy Statement:

The President-Elect appoints the Convention Chair (or Co-Chairs) by January, one year prior to the Convention date. The Convention Chair, in consultation with the Executive Director, President and President-Elect, selects Subcommittee chairs who are CASP members. The Convention chair and sub-committee chairs constitute the Convention committee. Subcommittee chairs may include:

Major Speakers
Workshops
Papers and Symposia
Volunteers
Special Events
Job Placement Center or Job Faire
Board Liaison to Convention Committee

Purpose:

The Convention Committee shall be responsible for the planning and coordination of the annual state Convention in order to provide members the opportunity to:

- further continuing education through Convention workshops, papers, and symposia;
- meet and interact with the CASP Board and committee members;
- see new products that are available which include books, periodicals, tests, computer software and services;
- facilitate the informal meeting with other school psychologists and professionals throughout the state.

Goals:

To hold an annual Convention at the time and place determined by the Board.
To promote activities determined to be appropriate by the Convention Committee.
To evaluate the Convention and make recommendations for future Conventions.

Policy 1310 -- Board and Elected Officer Responsibilities

I. Board Responsibilities:

- A. Approve appointments of Convention Committee Chair(s).
- B. Approve Convention theme, logo, colors.
- C. Approve Convention budget, and fee structures. (See fiscal responsibilities.)
- D. Attend Convention Board meetings and other functions as requested by the President.
- E. Prepare officer and or/committee report for Convention issue of *CASP Today*.

- F. Provide input on Convention program when it is solicited by Convention Chair(s).
- II. President's Responsibilities:
- A. Appoint Convention Chair(s).
 - B. Schedule Convention Chairs on agendas at Board meetings.
 - C. Determine guest list for Presidential reception. Consult with Executive Director regarding food/beverage.
 - D. Plan and preside at General Business meeting.
 - E. Serve as designated liaison to Convention Committee.
- III. President-Elect's Responsibilities:
- A. Recommend a Convention Chair for next year's Convention.
 - B. Preside at a General Session and introduce speaker.
- IV. Immediate Past-President's Responsibilities:
- A. Preside at the Awards Luncheon.

Policy 1315 -- Convention Fiscal Policies

- I. The Association shall retain fiscal control over all Convention monies.
 - A. The Executive Director, during the budget planning process and timeline established by the Association, shall submit for approval a budget for the upcoming year's Convention.
 - B. The Convention budget shall be included within the Association's annual budget and all financial policies of the Association shall be applicable to Convention operations.
 - C. The Executive Director shall maintain fiscal control over the operations of the annual Convention, similar to that of the regular operations of the Association.

Policy 1320 -- Contractual Agreements

The hotel contract shall be reviewed periodically. Any questions should be discussed with the Executive Director and the Sales Manager of the hotel facility.

Contracts with major speakers and workshop presenters should include date of presentation, fee and any expenses negotiated, cancellation statement, audio-visual needs, title of presentation,

signature of presenter and Executive Director, date signed by each party and statement regarding agreement to register for Convention unless otherwise negotiated.

A flat rate honorarium shall be established by the Executive Director and used by the Convention Committee for negotiation purposes for all half-day and full-day workshops unless other negotiations have been made.

Handouts - Should printing reimbursement costs be requested, the cost of duplication of handouts will be negotiated as follows:

The most cost-effective means of duplication of materials will be determined by the Executive Director.

If the presenter is responsible for duplication, CASP will reimburse the presenter as agreed in the speaker contract.

If CASP is responsible for duplication, the original copy must be received in the CASP office at least one month prior to Convention. No addendum will be accepted. The cost of duplication of any handout received after this deadline will be the sole responsibility of the presenter.

Handouts exceeding 25 pages will require separate negotiations between the Executive Director and presenter.

All contracts (agreements) including major speakers, workshop presenters, audio-visual, drayage and taping companies, should be negotiated by the Executive Director.

Policy 1325 -- Refunds

- I. All requests for refunds must be in writing. All Convention refunds will be subject to a \$25 administrative fee. No refunds will be made on cancellation received after the Convention commences.
- II. In the event a workshop is canceled, one of the following will apply: if a chosen workshop has been closed because of insufficient sign-ups, the registrant will be contacted and asked for a second choice. If no choice is made, a refund will be mailed within six weeks after the close of the Convention.
- III. Grievances or complaints regarding live workshops will be considered on a case-by-case basis during the event. Although refunds will not be issued, all attempts will be made to place a participant in a concurrent workshop.

Policy 1330 -- Special Events

- I. The Executive Director will negotiate all hotel and convention center contracts.
- II. All special events shall have a fee structured to allow for revenues to exceed expenditures.

Policy 1335 -- Reimbursement of Convention Expenses

- I. Hotel Accommodations:

- A. Complimentary hotel accommodations are provided for the President and Convention Chair(s), *if budget allows*. Accommodations for office staff and for major speakers will be provided by CASP
- II. Registration Fees: Subcommittee Chairs
 - A. The subcommittee chairs may receive free registration to the convention, based on the recommendation of the convention chair.
- III. Other compensations:
 - A. Subject to the wishes of the convention chair, a "Convention Wrap-up" meal function may be held. Convention Committee Sub-chairs are invited to this event. The meal and beverage expenses are billed to the Convention account.

Policy 1340 -- Convention Handbook

- I. The Association shall maintain a Convention Handbook designed to guide Convention and Sub-committee chairs in following successful Convention practices from the past as well as the traditions of the Association. The Executive Director shall provide each year's Convention Chair with a copy of the Handbook once his or her appointment is confirmed by the Board.
- II. The Handbook is not binding except to the extent that contents are specified in this Policy Manual regarding such matters as fee structures and other fiscal policies, contractual agreements, etc. However, Convention Chairs are strongly encouraged to use it as a foundation for their operations.
- III. Each Convention Chair shall be responsible for updating the Handbook, as needed and with input from Sub-committee chairs, in a timely manner following their Convention. It shall be the responsibility of the CASP staff to integrate updates and keep the Handbook current.

Section 1400: Publications

Policy 1401 -- *CASP Today*: Editorial Policy

- I. Purpose
 - A. *CASP Today* is the primary professional resource for the dissemination of a broad array of psychological, educational, and general information relevant to the profession of school psychology and matters of interest to the Association. In fulfilling this role, *CASP Today* will publish, in a timely manner, a diversity of items that are in the interest of all or a significant portion of the membership.
- II. Publication Schedule
 - A. Four issues of *CASP Today* will be published each year. The Executive Director, with advice from the Editor, will develop an annual editorial calendar. The

communications staff will develop production timelines as well as be responsible for the generation or solicitation of professional material and articles related to each theme. Special editions may be published when approved by the Executive Director.

III. Distribution, Subscriptions and Complimentary Copies

- A. One copy of each issue will be distributed to CASP members as a membership benefit. Subscriptions will be made available upon request, to any person or organization at a rate prescribed by the Board (see 1405). Complimentary or promotional copies of *CASP Today* may be made available to individuals or organizations when it is in the interest of CASP. The list shall be coordinated by the Executive Director.

IV. Guidelines

- A. *CASP Today's* primary audience is the membership of the California Association of School Psychologists. Ultimate responsibility for the selection of items for publication in *CASP Today* rests with the Publications Committee chair and the Executive Director. For purposes of this policy, the Association's Executive Director shall be considered the managing editor; the director of communications in cooperation with the Publication Committee chair shall be the editorial editors. The Publication Committee shall be appointed by the chair. All articles submitted for publication must be complete, including graphics and/or photo, and be received by the Publications Committee chair or the director of communications on or before the announced deadline in order to be published. The criteria for selection of the issues, news events, legislation, personality sketches, research, letters to the Editor, position papers, announcements, reports, communications, advertising, editorial comment, etc., shall be timeliness, relevance, and of specific value to the CASP membership. Photographs, illustrations, cartoons and other graphic presentations are considered as editorial content, subject to relevancy, good taste, and publication compatibility.
- B. Materials received for the publication may be edited so that the content will conform to the space limitations, format requirements, or to improve clarity. Articles that have received substantive editing will be cleared with the author. Items that are too long, of questionable taste, not considered to be within the field of school psychology, require extensive editing, or considered more appropriate for a research journal publication may be returned to the originator. The Publications Committee chair maintains the right to solicit editorial comments or reviews on all materials submitted to *CASP Today*. Position statements and other officially adopted CASP documents will not be edited.
- C. The Publications Committee chair and ~~the director of~~ communications staff are responsible for establishing publication goals and deadlines for submission of copy. Deadlines for the receipt of material will be published in the masthead block of each edition. Material received after the published deadline will be, if still current, held over for publication in the next edition. If an emergency or high priority item is received after the published deadline and it must appear in the current edition, previously approved articles may be dropped or delayed.

- D. Letters to the Editor are encouraged, as they often present concerns that are felt, but unvoiced, by members. *CASP Today* welcomes controversial issues. However, critical commentary and argumentative discourses must be presented fairly and tastefully. Letters to the Editor must be signed by the author but the name may be withheld from publication when requested. When multiple letters are received on a single topic, a sample response(s) may be printed as representative of the group.
- E. Submitted materials will be acknowledged.

Policy 1405: *CASP TODAY Distribution*

The following policies are established in order to promote the widest dissemination of the professional information published in *CASP Today*, while at the same time maintaining control of copyrighted material and maintaining *CASP Today* as an important benefit of Association membership.

CASP Today will be distributed to all members of the Association. A subscription is a benefit of membership in all categories.

I. Subscriptions to Non Members:

- A. Individuals and groups may receive subscriptions of *CASP Today* at no cost because of their importance to the children of California and the Association. The Executive Director and the *CASP* President may decide who would receive the free subscriptions.
- B. Annual Subscriptions to *CASP Today* are available to individuals/institutions by calling the *CASP* office or through EBSCO.

II. Reprinting of *CASP Today* Articles.

- A. Permission is granted to all other state school psychology Associations' newsletters to reproduce any article, providing the original source and author are credited.
- B. Use of reprints of *CASP Today* articles for non-*CASP* fund-raising enterprise is prohibited without the expressed permission of the *CASP* Board.
- C. School Psychology trainers and training programs are urged to encourage their students to become student members of *CASP* and receive *CASP Today* directly rather than reprinting articles for their students or classes. *CASP* recognizes the contributions of *CASP Today* as a resource of timely issues that are of interest and importance to students in training.
- D. Newsletters and other publications that represent the interests of the educational and psychological community may be granted permission to reprint *CASP Today* articles at the discretion of the Executive Director and/or the President of the Association.

Policy 1406: *CONTEMPORARY SCHOOL PSYCHOLOGY*

- I. To augment the professional publications of the Association and provide the membership with an additional source of information and education on selected topics of relevance to school psychologists, *Contemporary School Psychology* is published. The journal includes select and invited research-related papers on a variety of topics critical to the profession. Published quarterly, *Contemporary School Psychology* is available through the CASP website to the membership as a member benefit.
- II. The Editor works with the Editorial Advisory Board to plan the content of *Contemporary School Psychology* and solicit articles for publication. The editor and the editorial advisory board also provide editorial oversight of the publication and direction to staff on the material to be included in the publication.
- III. The Editor is appointed by the President to a two-year term. The Editor appoints the Editorial Advisory Board, made up of trainers, working school psychologists and school psychology graduate students.
- IV. *Contemporary School Psychology* is published under contract with Springer Publishing. The association pays Springer \$5 per year, on a quarterly basis, for each CASP member with internet access to the CASP website. Nonmembers may contact Springer for access to articles. A limited number of paper copies are produced by Springer for CASP's purposes. CASP's 10-year contract with Springer ends in 2023. See Springer contract for more details.

Policy 1410 -- Copyright

- I. All articles written for *CASP Today* and *Contemporary School Psychology* have a CASP copyright. They may be reproduced in accordance with the Policies of the Association.
- II. From time to time the Association causes to have written documents that are not articles for *CASP Today* or that are based on compilations of *CASP Today* materials. These documents are wholly owned by the Association, which will copyright all such documents, duly acknowledging the authors, editors and contributors. The Association may give permission for these documents to be copied or otherwise reprinted on an individual basis upon recommendation of the Executive Director.
- III. This policy shall not prevent the Association Board from entering into other mutually agreeable arrangements with authors prior to publication of documents by CASP.

Policy 1420 -- CASP Website

- I. The CASP website is another form of communication between the Association and its members. It is used to update members on current issues, while allowing nonmembers to keep abreast of CASP and school psychology issues.
- II. Content of the CASP web site is determined by the Executive Director in consultation with the director of communications and the CASP webmaster. Suggestions are welcome from members of the Board of Directors as well as CASP members.
- III. Banner advertisements are not allowed on the CASP website. The only advertisements allowed are for CASP services and events. Links to Corporate Members are allowed.

Section 1500 -- Use of Logo and Letterhead

Policy 1510 -- Logo

The CASP logo, and any association marks, is property of the California Association of School Psychologists, Inc. It is used to identify the association.

Use of the logo is protected under state and federal laws.

The CASP logo may be used only by the association for association activities, services, and products.

Members do not have the right to use the CASP logo as an endorsement of their companies or their companies' products or service and may not use them on their products. Members will indemnify and hold the association harmless for any damages, including attorney's fees, incurred by the member as a result of use of the logo.

Policy 1520 -- Letterhead

The CASP letterhead is the official stationary of the organization. Its use is for official purposes only.

Board members may use CASP letterhead for official business and with the consent of the Executive Director.

Section 2000 -- Members

Policy 2010 -- Membership Dues

- I. Membership category determines the amount of dues a member pays annually.
 - A. A Regular Member pays \$155.00
 - B. An Associate Member pays \$155.00
 - C. A Student Member pays \$50.00
 - D. A Retired Member pays \$65.00
 - E. An Honorary Life Member pays no dues.
 - F. A Corporate Member pays \$800; \$500 for a nonprofit agency.

Dues are required annually and become due one year after the member becomes a member.

- II. Methods of payment are as follows:
 - A. Direct payment in full.
 - B. Payroll deduction.
- IV. The dues for hardship cases shall be determined by board policy.
- V. Changes in the amount of dues required shall be handled as follows:
 - C. In consultation with the Membership Committee, the finance committee shall prepare a recommendation for changes.
 - D. The Board, meeting in regular session, shall accept, reject, or modify the recommendations of the finance committee.
 - E. When changes have been made Association members shall be officially notified as soon as possible.

Policy 2020 -- Reduction of Fees for Hardship

A reduction of fees for membership dues and other activities of the Association may be granted on a case by case basis by the Executive Director and the Finance Committee.

Section 2100: Affiliate Associations

Policy 2110 -- Procedures for Applying for Affiliate Charters

- I. The authority for granting Affiliate Association Charters rests with the CASP Board. The responsibility for assisting prospective Affiliates to organize and meet the criteria of Policy 2115 and for presenting requests for Affiliate charters to the Board rests with the appropriate Regional Representative.
- II. The President of a prospective Affiliate shall present a written request for an Affiliate charter to the appropriate Regional Representative. This request shall be accompanied by the following documentation: adopted Constitution and/or by-laws, the geographic boundaries of the Affiliate, the names of all officers, and a current membership list, including address, phone number, place of employment, and CASP membership status for all members.
- III. Within one month of the receipt of the request and complete documentation listed in 2110, #1, the Affiliate Representative, in consultation with the CASP President, Region Representative for the prospective Affiliate's area, and the Executive *Director*, shall determine if the prospective Affiliate meets all the criteria in Policy 2115.
- IV. If the prospective Affiliate meets all the criteria, the Region Representative shall so inform its President, in writing, and present the request for Affiliate charter to the CASP Board at its next regularly scheduled meeting.
- V. If the prospective Affiliate does not meet one or more of the criteria, the Region Representative shall inform its President, in writing, of which criteria are not met. The Regional Representative shall report the status of the prospective Affiliate to the CASP Board at its next regularly scheduled meeting.
- VI. In the case of Policy 2110, #4, the Region Representative shall continue to assist the prospective Affiliate in meeting all the criteria. Other CASP officers, committee chairs, and staff may also be called on to support the Regional Representative in this task.
- VII. The Region Representative shall report the progress of the prospective Affiliate at every subsequent CASP Board meeting until a charter is granted or the request withdrawn, in writing, by the President of the group.

Policy 2115 -- Criteria for Granting Affiliate Charters

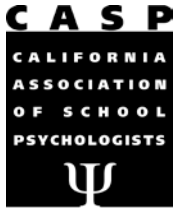
- I. The goals and/or purposes of the Affiliate, as stated in its Constitution and/or By-laws shall be consistent with those of CASP.
- II. The Constitution and/or By-laws of the Affiliate shall require that the President and President-Elect of that Association be members of CASP.
- III. The Constitution and/or by-laws of the Affiliate shall endorse the CASP Code of Ethics and Professional Practices for School Psychologists.

- IV. The Constitution and/or by-laws of the Affiliate shall state that the Affiliate agrees not to claim the endorsement of CASP for any communication, action, or activity without the prior approval of the CASP Board.
- V. The Affiliate must evidence a willingness to participate in the regularly scheduled activities of CASP which are held for Affiliates, their officers and members.
- VI. The Affiliate shall in no way restrict its potential members from joining other CASP Affiliates or any other professional organizations.
- VII. The geographic location of the Affiliate shall not conflict, nor overlap with existing Affiliates without the expressed consent of the members of the existing Affiliates and the CASP Board. Geographic boundaries are determined by school district and/or county boundary lines and may include more than one district or county.
- VIII. At least fifty-one (51) percent of the Affiliate's regular members shall be members of CASP and the Affiliate is encouraged to maintain at least that percentage.
- IX. All chartered Affiliates shall have their compliance with these criteria reviewed at least every five years by the appropriate Regional Representative assisted by the CASP staff, with a subsequent report to the Board.

Policy 2120 -- Affiliate Assemblies

- I. Purpose:
 - A. Communication between the CASP Board and the Affiliate Associations, as well as between the various Affiliates, is regarded by CASP as essential to the purposes of the Association. In order to facilitate this communication and promote the development of leadership at both local and state levels, the Affiliate Presidents, Regional Representatives, and Affiliate Representatives shall meet periodically as an Affiliate Assembly.
- II. Goal:
 - A. The primary goal of these assemblies shall be to provide a forum for Affiliate officers to communicate directly with members of the CASP Board, to present their concerns and opinions, and to allow for direct dissemination of CASP board actions and concerns to the Affiliate leadership.
 - B. Convening the Assemblies shall be the responsibility of the Affiliate Representative.
 - C. Each Affiliate Assembly shall be convened no less than two times each year.
 - D. To encourage maximum affiliate participation at the Spring meeting, the budget of the Affiliate Representative shall include money to assist presidents of affiliates with small budgets to attend the Spring Leadership conference. The money shall be used to assist the affiliate in reimbursing the hotel expenses of the President or President-Elect who otherwise would be unable to attend the Spring meeting. Affiliates will be encouraged by the Affiliate Representative to plan their own budgets so that the expenses of their president or President-Elect can be covered by the affiliate.

- E. The joint Assembly meetings shall be held in the fall and the spring and are to be referred to respectively as the Spring Leadership Conference and the Affiliate Convention Meeting.
- F. The fall meeting location shall be held as part of the CASP Convention. The spring meeting shall be at the CASP Institute, when possible. Otherwise, it will be held in Sacramento in the Spring.
- G. The Affiliate Representative with the assistance of the Legislative Committee Chair and the Association President shall preside at the Affiliate Leadership Conference.
- H. Affiliate Presidents are encouraged to bring other Affiliate officers and leaders to Assembly meetings.



APPLICATION FOR AFFILIATE CHARTER
(Sample)

1. **Name of proposed affiliate:** _____

2. **President of proposed affiliate:** _____

Home Address: _____

City/State/Zip: _____

Home Telephone Number: _____

3. **Number of members of proposed affiliate:** _____

* Number of member who are CASP members: _____

(Please attach membership roster.)

4. **Please attach copy of by-laws.**

5. **It is the affiliate's intention to provide service to the following areas/districts:**

Signature of Applicant

Date

*A minimum of 51% of the affiliate's regular members shall be members of CASP.
(CASP's Policies and Procedures Manual, Policy 2110-2115 enclosed.)

* * * * *

*I have reviewed the documentation submitted by _____,
spokesperson for the proposed affiliate known as _____
_____ and verify the group's qualifications for charter as an official affiliate
of the California Association of School Psychologists.*

Signature of Regional Representative: _____

Presented to the Board on: _____

Affiliated charter granted on: _____

Section 3000: Personnel

Policy 3005 -- General Policy Statement

- I. Through its personnel policies the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all available positions.
- II. The Board and the Executive Director shall encourage the staff to participate cooperatively in the study and recommendations of policies to effect high standards of service.
- III. All policies shall be in writing. The Executive Director shall establish personnel policies, making them available to all concerned. To keep personnel policies in the highest state of effectiveness, the Executive Director shall establish practices designed to achieve the above purpose.
- IV. The California Association of School Psychologists will not tolerate sexual harassment. The association recognizes California and federal laws that prohibit sexual harassment, and instructs all employees on measures that must be taken if sexual harassment is thought to exist.
- V. Policy for the detection and reporting of fraudulent activity (Whistleblower Policy). See Addendum #4.
- VI. Conflict of Interest Policy – See Addendum #5

Section 3100: Executive Director

Policy 3105 -- Administrative Operations

Procedures:

- I. The Executive Director shall be responsible for informing the Board of any changes, additions, or deletions of policies and/or procedures which appear necessary and recommending a proposed course of action for the consideration of the Board.
- II. As an aspect of employee orientation, the Executive Director shall inform each employee of his/her decision making authority relative to the performance of his/her particular assignment(s).

Section 3200: Other Employees

Policy 3205 -- Personnel Employment

- I. The Executive Director shall determine the personnel needs of the Association and locate suitable candidates.
- II. Supervision and direction of Association staff will be the responsibility of the Executive Director.

- III. All personnel shall be provided with a copy of the Association's Personnel Policies and Procedure manual.

Section 3400: Contract Personnel

Policy 3405 -- Contract Personnel

- I. The Executive Director, on behalf of the Board, may contract with individuals to provide such services as legislative advocacy, accounting, bookkeeping, consulting services as directed by the Board of Directors, legal opinions and representation.
- II. Contract personnel report to, take direction from, and are supervised and evaluated by the Executive Director.

Section 4000: Modification of Policies

Policy 4005 -- Modification of Policies

- I. Statements of policy and accompanying procedures may be changed, added to or deleted by action of the Board.
- II. Procedures:
 - A. Any elected officer or committee chair may submit a written request to a member of the Executive Committee, in which is detailed a proposed change in a current policy and procedure. Such proposed change, deletion or addition shall include existing policy and the proposed modification, as well as a rationale for such modification.
 - B. The Executive Committee shall review the proposed modification in light of current practice and, within 60 days of receipt of such proposal, submit proposed modifications to the Board and Executive Director for first reading. Information regarding action for or against the proposal will be reviewed by the Executive Director at the time of the first reading.
 - C. Final decision on the proposed modification shall be by majority vote of the Board on second reading unless the emergency action policy is enacted at first reading.

10 Responsibilities of the Board California Association of School Psychologists

Determine the Organization's Mission and Purposes: A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the Board of Directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

Select the Chief Executive: Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

Support the Chief Executive and Assess Performance: The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.

Ensure Effective Organizational Planning: As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

Ensure Adequate Resources: One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive, to ensure that funding is available to provide promised member services and the operational infrastructure needed to provide those services.

Manage Resources Effectively: The board, in order remain accountable to its members and sponsors, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

Determine, Monitor, and Strengthen the Organization's Programs and Services: The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.

Enhance the Organization's Public Standing: An organization's primary link to its members, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from policymakers and leading members of the profession, are important elements of a comprehensive public relations strategy.

Ensure Legal and Ethical Integrity and Maintain Accountability: The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will help ensure proper decorum in this area. The board

must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation.

Recruit and Orient New Board Members and Assess Board Performance: All boards have a responsibility to articulate and make known their needs in terms of member experience, skills and many other considerations that define a balanced board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach consensus on which areas need to be improved.

Board Commitment Form

As a member of the Board of Directors of the California Association of School Psychologists, I will:

- Perform my duties so as to honor the trust of the membership that elected me.
- Comply with all applicable statutes and regulations applying to non-profit organizations and the terms of the Articles of Incorporation, the bylaws, and the policies adopted by the Board.
- Protect the interests of the California Association of School Psychologists as determined by its Board, its mission, and prudent business practice.
- Refrain from using my position on the Board for my own personal advantage or the advantage of any special interests inside or outside of the association.
- Preserve the confidentiality of private corporate information to which I become a party as a member of the Board.
- Refrain from asserting authority as a Board member except when participating in a meeting of the Board or as the Board delegates to me.

Accept my personal responsibility to:

- Attend the meetings of the Board and of Board committees to which I have accepted appointment.
- Review all information and materials sent to me in connection with board business, and to provide to the Board my best attention and judgment.
- Conduct myself so as to reflect credit on the association and the Board of Directors.
- Respect the integrity and abilities of my fellow Board members and strive to advance the unity and harmony of the Board.
- Tender my resignation from membership on the Board if I am, or become, unable to serve in accordance with the provisions of this code, which is sustained by the powers of the Board under the Bylaws.

Signature: _____ Date: _____

Addendum #1: Awards

Procedures for Selection of Awards Recipients

Nominations are submitted to the CASP office, either by hard copy (e.g., US Mail) or electronically, by email. The deadline for submission of awards nominations for both the Sandra Goff Memorial Award (one per year) and the Nadine M. Lambert Outstanding School psychologist Awards (one per region per year) will vary depending on the timing of the annual convention.

I. Procedures for Review of Nominations – Nadine M. Lambert Outstanding School Psychologist

Nominators will be encouraged to submit nominations electronically. The CASP Office date stamps and compiles a list of all award nominations submitted. This information is provided to the Awards Chair. The Awards Chair will contact the individual identified as the primary contact for any incomplete nominations, in order to secure missing documents. The Awards Chair will also contact the Region Representative of any Regions that have not submitted nominations, and attempt to identify a candidate for that region. If appropriate, additional time may be given to secure the necessary documents. The decision to allow addition time will be made after the Awards Chair consults with the CASP President and Executive Director. After discussion, a specific amount of time may be allowed, after which nominations will be closed

Once completed, nomination materials will be forwarded to the Awards Chair, who will distribute them for review to the Awards Review Committee with a cover letter, rating sheets and deadline for responses (typically two weeks from the date of distribution). The Awards Review Committee will consist of the Awards Chair, Affiliate Representative, and all Region Representatives. The Affiliate Representative and Awards Chair will review all nominations. Region Representatives will review the nominations in all regions **except** their own. Nomination packets will be distributed to committee members **no later** than the end of the first full week of January. Materials that were not submitted electronically will be scanned so that they may be transmitted to the Awards Review Committee via email. Unless a committee member request hat they receive “hard copies” of nomination packets via U.S. mail, materials will be distributed to the committee via email.

Awards committee members will review and rate each packet of nomination materials, based upon the established criteria (see Awards Committee Worksheet). Rankings shall be made as follows:

Single nominee in a region:

When only one individual has been nominated in a region, the awards committee will review the nomination materials and determine whether the individual meets the established criteria and should be identified as an “Outstanding School Psychologist”. The committee members will communicate this information (“yes” or “no”) to the Awards Chair, who will tally the results of the review. Results will be determined by a simple majority of “yes” votes.

Multiple nominees in a region:

- * If more than one individual has been nominated in a region, the awards committee will review the nomination materials and determine whether or not the individual meets the established criteria.

- * The committee members will then rank order the nominees in EACH REGION (e.g., all of Region 1), with first choice receiving a score of “1”, second choice receiving a score of “2”, and so on.
- * Nominations packets that are not ranked (for example, if the nominee did not appear to meet the established criteria) will be given the lowest ranking (e.g., 4 of 4). A member of the Awards Committee may determine that more than one nominee in each region does not meet the established criteria; in this case, more than one nominee may receive the lowest ranking.
- * All nomination packets will receive a ranking.
- * The members of the Awards Committee will communicate their rankings to the Awards Chair by the established deadline. The Awards Chair will tally the results of the review.
- * The nomination receiving the lowest score will be selected to receive the Award.
- * In the case of a tie, the nomination packet receiving the most first place rankings (followed by the most second place rankings, etc.) will be selected to receive the award.

Notification Procedure:

Once the recipients of the Nadine M. Lambert Outstanding School Psychologist Award have been selected, the Awards Chair (or other CASP Board Representative) will contact and inform the Award recipients of their selection. The Awards Chair (or other CASP Board Representative) will also contact the primary contact for each nomination that was not selected, and inform them of this result. Specific information regarding why a nomination was not selected will NOT be shared.

Individuals selected to receive the award will be asked to complete a background information sheet, which will assist CASP’s Director of Communications and Awards Chair to publicize the awards.

California Association of School Psychologists
Awards Committee Work Sheet

Nadine M. Lambert Outstanding School Psychologist (OSP)

Nominee's Name _____ Region

CASP Membership Verified (Y/N) _____

Evidence of criteria for Award (Y/N)

Service to Students (assessment of individual needs,
Counseling, collaboratively working to assist students). _____

Service to Teachers (Planning IEP's, applying
Psychological research & Theory into the classroom). _____

Service to Parents (consultation/advise parents,
Coordination of referrals to support agencies,
Parenting education) _____

Service to Community (identifying student needs beyond
School services, links school goals/objectives to community,
Offers specialized programs to community) _____

Service to Administrators (facilitating educational planning,
Helps with design, preparation and evaluation of proposals
Participation in development and evaluation of programs) _____

Service to the Profession (continuing to update personal
knowledge/skills, advances school psychology through the
application of psychological knowledge, governed by high
code of ethics, participates in local, regional, state or
national level of professional involvement). _____

Recommendation:

If Single nominee in region: Does this individual merit recognition
as an Outstanding School psychologist? (yes or no) _____

If Multiple Nominees in Region:
Ranking: # _____ of _____
(e.g., #1 of 3)

Procedures for Review of Nominations – Sandra Goff Memorial Award

Nominators will be encouraged to submit nominations electronically.

The CASP Office date stamps and compiles a list of all Goff award nominations submitted. This information is provided to the Awards Chair. The Awards Chair will contact the individual identified as the primary contact for any incomplete nominations, in order to secure any missing documents.

Once completed, nomination packets will be forwarded to the Awards Chair. The Awards Chair will contact a pool of previous Sandra Goff Memorial Award Recipients, in order to secure a committee of five to seven reviewers. The Goff Award Review Committee will consist of former Sandra Goff Memorial Award recipients. Individuals who participated in the nomination of a current candidate for the Goff Award will not be included in the review committee.

The Awards Chair will distribute nomination materials for review to the Awards Review Committee, with a cover letter, rating sheets and deadline for responses (typically two weeks from the date of distribution). Nomination packets will be distributed to committee members **no later** than the end of the first full week of January. Materials that were not submitted electronically will be scanned so that they may be transmitted to the Awards Review committee via email. Unless a committee member requests that they receive “hard copies” of nomination packets via U.S. mail, materials will be distributed to the committee via email.

Awards committee members will review and rate each packet of nomination materials, based upon the established criteria. Ratings shall be made as follows:

Single nominee:

When only one individual has been nominated, the awards committee will review the nomination materials and determine whether or not the individual meets the established criteria and is deserving of the Sandra Goff Memorial Award. The committee members will communicate this information (“yes” or “no”) to the Awards Chair, who will tally the results of the review. Results will be determined by a simple majority of “yes” votes.

Multiple nominees:

- * If more than one individual has been nominated, the awards committee will review the nomination materials and determine whether or not the individual meets the established criteria.
- * The committee members will then rank order the nominees, with first choice receiving a score of “1”, second choice receiving a score of “2”, and so on.
- * The members of the Awards Committee will communicate their rankings to the Awards Chair by the established deadline. The Awards Chair will tally the results of the review.
- * The nomination receiving the lowest score will be selected to receive the Award.
- * In the case of a tie, the nomination packet receiving the most first place rankings will be selected to receive the award.

Notification Procedure:

The results regarding the Sandra Goff Memorial Award will be kept confidential. Once the recipient of the Sandra Goff Memorial Award has been selected, the Awards Chair will contact and inform the Award Recipient of his or her selection. Only the Awardee will be contacted; this individual will be asked to keep this information confidential.

Position Title	Position Description
President	Provide leadership to the association and attempts to advance the interests of CASP and its local affiliates in meeting its mission, goals, and objectives.
President Elect	Participate in CASP activities and functions participating actively on the Board of Directors. In preparation for the coming year - assist in legislative advocacy; support President and Executive Director; and participate on the Executive and Finance Committees.
Past President	Supports the President in the leadership transition; offers counsel on pending matters from the prior year; and assists in the smooth transition of authority in all areas.
Secretary/ Treasurer	Assist the CASP Executive Director and President in the management of the CASP budget via monthly reports developed by the Association's contracted accounting firm in cooperation with the CASP Executive Director.
Affiliate Representative	To assist region representatives with their communication and work with local affiliate chapters. To help the Board find/recruit new Board members for the upcoming openings with region representatives. Organize and facilitate the Affiliate Leadership Days. Assist school psychologists in establishing new affiliates.
Region Representative	Outreach to increase CASP membership within region. Pursue interests for additional affiliates. Increase number of high quality professional development opportunities to affiliates. Improve affiliate structure and organization (e.g. elections, meetings and activities). Attend and participate at CASP Board Meetings. Prepare e-mail blasts and other media and disseminate to affiliates about all relevant CASP activities. Recruit CASP members and new leaders. Review materials/documents sent from the CASP Office with the intent to offer substantive feedback that looks to protect the interest of school psychologists. Collaborate and support region school psychologists regarding their interests, issues or concerns, needs for professional development/training, and update on culturally relevant assessments. To execute those goals outlined above and report on progress during attendance at scheduled Board Meetings throughout the year.
Political Action Chair	To oversee the association's political action fund; fundraise and participate in the distribution of funding to political candidates and initiatives.

<p>Assessment Specialist</p>	<p>To answer questions and provide information to CASP membership and others about assessment. Promoting "Best Practices" in assessment for various situations (ethnic/cultural/linguistic, initial and three-year reviews, and assessments that are a result of RtI; respond to member requests for information; keep abreast and communicate current trends and polices in assessment and testing to the Board; work with the annual convention and CPD coordinator to provide assessment workshops/trainings which represent the assessment views of CASP; and to collaborate, as needed, with those at CASP working on RtI assessment issues.</p>
<p>Convention Chair/Co-Chair</p>	<p>Lead the local convention committee in the development of a balanced set of workshops and other presentations the meet the needs of all members; increase overall member interest in Convention resulting in increased attendance; and expand the diversity of exhibitors relevant to the space of the convention site.</p>
<p>Employment Relations Specialist</p>	<p>Employment Relations Specialist receives and responds to concerns which would typically be negotiated as well as legal references related to personnel issues. The specialist responds to concerns about contracts and personnel issues such as lay-offs and/or non-rehire. Provides the psych with Ed Code sections related to personnel issues without giving interpretation. Responds to concerns about working conditions, hours, overtime, lack of adequate space, etc.</p>
<p>Ethics Specialist</p>	<p>To periodically review the CASP Ethics Code to determine if revisions are needed. The Ethics Specialist receives and responds to concerns regarding the CASP Ethics Code and its implementation, i.e., a school psychologist reports that another school psychologist is in violation of the CASP Ethics Code. Complaints are handled as educational with no punitive action toward the offender. Responds to any request for information about the CASP Code of Ethics, or questions about issues covered by the Code, such as confidentiality, professional growth, competency, relationships with students, parents, staff, and the community.</p>

<p>Training/Accreditation</p>	<p>The Board Specialist in Training and Accreditation keeps up to date on issues related to training and accreditation at the national and state levels. This includes, but is not limited to, maintaining regular contact with representatives from CCTC, NASP and other accrediting bodies and attending meetings as appropriate. Also promptly to member's questions about accreditation and acts as a liaison between faculty members at university training programs, including the membership and board of the School Psychology Educators of California (SPEC), and the CASP board.</p>
<p>New School Psychologist Specialist</p>	<p>Actively reaches out and engages first- and second-year school psychologists and students of school psychology to learn more about CASP member benefits; increase CASP membership among first and second year school psychologists and students of school psychology; disseminate information on the practice of school psychology through monthly newsletter articles, web links, and presentations; encourage meaningful contributions to CASP first and second year school psychologists and students of school psychology; welcome & inform first and second year school psychologists and students of school psychology at all CASP events; and educate & provide professional development on subjects of interest to first and second year school psychologists and students of school psychology through the development and delivery of workshops at CASP conferences and conventions.</p>
<p>Publications Chair</p>	<p>Work cooperatively and in a timely manner with CASP Communications Director to provide quality newsletter and other CASP publications in accordance with CASP's goals and objectives; Solicit well-written articles on topics of interest to school psychologists; Create a committee to assist in reviewing and editing articles submitted to CASP for publication; Ensure that all publications are up-to-date and relevant to CASP Standards and the current practice of school psychology.</p>
<p>Crisis Intervention Specialist</p>	<p>The specialist prepares and makes presentations; collaborates with state association and national affiliate; and writes related publications and participates in active crisis response teams.</p>

<p>Legislative Chair</p>	<p>Develops the CASP legislative platform in coordination with the Legislative Committee. Tracks legislation in coordination with the CASP Lobbyist. Communicates regularly with Executive Director and legislative assistant to facilitate the flow of legislative work. Provides testimony, before the State Legislature and other regulatory bodies, as needed.</p>
<p>Awards Chair/ Co-Chair</p>	<p>The Awards Chair/Co-Chair (hereafter referred to as the “Chair”) coordinates and facilitates the awards process. At the local (affiliate) level, the Chair serves as a resource for affiliates desiring to develop awards. At the state (CASP) level, the Chair encourages affiliates to submit nominations and serves as a resource for questions. At the national (NASP) level, the Chair facilitates the selection of nominees by the CASP Board for the NASP Awards. The Chair provides a list of possible nominees; once individuals have been selected, the Chair contacts the nominees and obtains the names of individuals who may provide supporting documentations for NASP submissions. The Chair may also assist the CASP office in compiling information and materials to support nominations for the GPR awards.</p>
<p>Historian Specialist</p>	<p>Record the significant events, individuals, policies, and accomplishments of the California Association of School Psychologists (CASP). When appropriate attend CASP Board meetings, conventions and other activities to help preserve and archive policies, events and individuals of historical interest to the Association; to facilitate the development of the CASP History booth at the Association’s annual state convention; to write a yearly article for CASP Today of historical significance to the Association; and to assist in the archival of CASP memorabilia.</p>
<p>Continuing Professional Development</p>	<p>Develop the program and presenters for the CASP CPD member programs to provide for the (on-going) development of professional development/learning opportunities based on CASP member needs assessment.</p>
<p>LEP Specialist</p>	<p>To provide advice and counsel to CASP members on the legal and professional standards required to serve as a private practice or LEP; provides training on how to prepare for the state of California LEP Exam.</p>

<p>Professional Standards Specialist</p>	<p>The Professional Standards Specialist receives and responds to concerns, complaints concerning requests, requirements of districts or supervisors for school psychologists to engage in activities which the psychologist believes to be illegal or violates their ethics. Assist CASP as an organization and/or other community parties to obtain information about professional conduct as it relates to legal requirements. The specialist researches the issue for report to the association. The specialist responds to concerns about a district's appropriate provision of materials and tests.</p>
<p>NASP Delegate Liaison</p>	<p>The NASP Liaison, typically the California Delegate to the NASP Delegate Assembly will be responsible for facilitating communication between CASP and NASP. This will include, but not be limited to providing the CASP Board of Directors with written reports regarding NASP events, representing CASP positions at the NASP Delegate Assembly, and writing NASP updates for the CASP newsletter (CASP Today). The NASP Liaison will provide reports to the CASP Board of Directors regarding NASP activities (e.g., Delegate Assembly meetings). When invited by the CASP Board, the liaison will also attend CASP Board meetings. He or she will strive to provide a method through which the CASP Board can communicate with the NASP Executive Council and Delegate Assembly.</p>
<p>CTA Liaison to CASP</p>	<p>The CTA Liaison to CASP is a regular member of CASP who serves to represent CASP's goals and mission to support member interests at CTA meetings. Reports to the CASP Board on issues, which support or impact CASP members. Provides input to CTA on CASP key issues as necessary.</p>
<p>Corporate Alliance Liaison</p>	<p>The over arching goal of this role is to collaborate and coordinate a reciprocal relationship with the CASP Board and the profession of school psychology with the for profit sector of publishers and suppliers. It is not to be publisher or supplier specific or dominated, but built on an inclusive model including all available resources that serves and profits the profession. The stewardship of this role will include gaining a clear understanding of the goals and needs of the Board and its members to inform, investigate and negotiate bridging resources from the private sector to support and empower those goals.</p>
<p>SELPA Liaison</p>	<p>Serves as a liaison between CASP Board of Directors and the California SELPA organization.</p>

Addendum #2

CSP Foundation Board Member/President	Be a steward of the Foundation and its charitable giving/scholarship funds, assisting in the development of added value through the school psychologist at the level of the child.
Cultural Linguistic Diversity Chair	Chairs the committee that decides who will receive the annual Cultural and Linguistic Diversity Scholarship, funded by the CSP Foundation. Notifies scholarship winners and reminds them to attend the annual convention to receive scholarship, assists with cultural and linguistic issues as needed.
Mental Health Specialist	Works closely with CASP staff and Legislative Committee on issues and legislation affecting mental health and schools in California. May be called upon to attend hearings on related issues
Editorial Board Specialist	Editor of Contemporary School Psychology. Selects editorial board for approval by CASP president; works with authors and Springer Publishing to ensure timely publication of the electronic journal.
Research Chair	Forms and chairs the committee to review and award the Michael Goodman Memorial Research Award (annually at convention) and the Scientist-Practitioner Research Grant.

CASP Investment Policy

Introduction

This statement of investment policy was adopted by the Finance Committee of the Board of Directors of The California Association of School Psychologists (CASP) on November 6, 2013, to provide for the creation of, and guidelines for the management of, various funds held by the organization. These policies supersede any and all prior actions regarding investment policies.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the following funds will be created and held as separate investment pools.

- **“Operating Fund”**
- **“Short-term Reserve Fund”**
- **“Long-term Reserve Fund”**

Procedures

- I. The following procedures will be followed to ensure the investment policy statement is consistent with the mission of CASP and accurately reflects current financial conditions:
 - A. The Finance Committee shall review this investment policy annually.
 - B. The Finance Committee will recommend any changes in this policy to the Board of Directors.
- II. The following procedures will be used to determine the dollar amounts to be placed in the each of the various funds.
 - A. The Executive Director or his/her designee will recommend the dollar amounts to be held in the Operating Fund and Short-term Reserve Fund.
 - B. The Finance Committee will recommend the dollar amounts to be held in the Long-Term Reserve Fund and Endowment Fund.

Delegation of Authority

The Finance Committee is a fiduciary, and is responsible for directing and monitoring the investment management of the various fund assets on behalf of CASP. As such, the Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to Investment Management Consultant, Investment Manager, Financial Advisor, and additional specialists.

It is anticipated that the services of a registered investment manager may be sought to manage portions of the Long-term Reserve and/or Endowment Funds. The following procedure shall be followed to engage a new or replace a current investment manager:

- A. The Treasurer and the Finance Committee will recommend the hiring or replacing of an investment manager to the Board of Directors.
- B. The Treasurer and the Finance Committee will nominate prospective candidates and send a Request for Proposal to each candidate.
- C. The Treasurer and the Finance Committee will review proposals and interview candidates to determine appropriate investment manager(s).
- D. The Finance Committee will make the hiring recommendation to the Board of Directors, who shall have the final approval.

Operating Fund

Purpose

The purpose of the Operating Fund is to provide sufficient cash to meet the day-to-day financial obligations of CASP in a timely manner.

Investment Objectives

The investment objectives of the Operating Fund are:

- Preservation of Capital;
- Liquidity; and
- To optimize the investment return within the constraints above.

Investment Guidelines

Allowable Investments

The Executive Director and Treasurer if authorized by the Board of Directors will invest the Operating Fund as follows:

1. Checking Accounts (interest bearing, if possible)
2. Money market funds
3. Certificates of Deposit at insured commercial banking organizations;
4. Direct obligations of the U.S. Government, its agencies and instrumentalities.

Maturity

The maturities on investments for the Operating Fund shall be 12 months or less.

Reporting

The Executive Director or his/her designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors;

1. Schedule of investments
2. Interest income year to date

Short-term Reserve Fund

Purpose

The purpose of the Short-term Reserve Fund is to meet the expenses occurring as a result of unanticipated activities and to improve the return on the funds held for expenditure for up to five years.

Investment Objectives

The investment objectives of the Short-term Fund are:

- Preservation of capital;
- Liquidity; and
- To optimize the investment return within the constraints above.

Investment Guidelines

Allowable Investments

The Executive Director and Treasurer if authorized by the Board of Directors will invest the Short-term Fund as follows:

1. Interest bearing savings account
2. Certificates of Deposit at insured commercial banking institutions;
3. Money market funds that invest in government backed securities;

4. Interest bearing checking accounts;
5. Direct obligations of the U.S. Government, its agencies and instrumentalities.
6. Mutual funds that invest in direct obligations of the U.S. Government, its agencies and instrumentalities.

Maturity

The Short-term fund shall have a weighted average maturity of three years or less. The maximum maturity shall be 5 years.

Reporting

The Executive Director or his/her designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:

1. Schedule of Investments which includes schedule of performance since purchase or last 5 years;
2. Interest Income year to date;
3. Current yield.

Long-term Reserve Fund

Purpose of Long-term Reserve Fund

The purpose of the Long-term Reserve Fund is to provide secure long-term funding for the mission of CASP. The assets of the Long-term Reserve Fund shall be managed in such a way as to facilitate the organization's goals and objectives as outlined by the Board of Directors. Expenditure of the principal is Finance Committee designated unless otherwise designated by the donor(s) in part or in whole. Also, at the discretion of the Board of Directors, up to 100% of the yearly total return may be utilized for program and agency expenses unless restricted for specific purposes by the donor(s).

Investment Objectives

In order to meet its needs, the investment strategy of the Long-term Reserve Fund is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

Specifically, the primary objective in the investment management of the Long-term Reserve Fund shall be:

- Long-term growth of capital – To emphasize the Long-term growth of principal while avoiding excessive risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.
- Preservation of purchasing power – To achieve returns in excess of the

rate of inflation plus spending over the investment time horizon in order to preserve purchasing power of agency and Trust assets. Risk control is an important element in the investment of Trust assets.

Investment Guidelines

General Principles

1. Investments shall be made solely in the interest of CASP and Long-term Reserve Fund.
2. The assets shall be invested with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a like fund.
3. Investment of these funds shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
4. CASP may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.
5. Cash is to be employed productively at all times by investment in Short-term cash equivalents to provide safety, liquidity and return.

Specific Investment Goals

Over the investment time horizon established it is the goal of the Long-term Reserve Fund assets to realize a total return in excess of the rate of inflation, as measured by the Consumer Price Index.

The goal of the investment manager shall be to meet or exceed the market index selected and agreed upon by the Finance Committee that most closely corresponds to the general principles stated above.

Diversification

Investment management of the assets of the Long-term Reserve Fund shall be in accordance with the following asset allocation guidelines:

Asset Class	Minimum	Maximum
Equities	30%	70%
Fixed Income	30%	70%
Cash Equivalents	0%	20%

The Finance Committee may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate portfolio, such disciplines must fit

within the overall asset allocation guidelines established in this statement.

The Finance Committee will meet annually to monitor and reevaluate investment allocation in reference to the Long-term Reserve Fund Asset classes.

Allowable Assets

The Long-term Reserve Fund requires that all investment assets be invested in marketable securities, defined as securities that can be traded quickly and efficiently for the Long-term Reserve Fund, with minimal impact on market price.

1. Cash equivalents
 - a. Treasury bills
 - b. Money market funds
 - c. Commercial paper
 - d. Banker's acceptances
 - e. Repurchase agreements
 - f. Certificates of deposit

2. Fixed Income Securities
 - a. U.S. Government and Agency securities
 - b. Corporate notes and bonds (investment grade, at least BBB)
 - c. Mortgage-backed bonds
 - d. Preferred stock

3. Equity Securities
 - a. Common stocks
 - b. Convertible notes and bonds
 - c. Convertible preferred stocks
 - d. American Depository Receipts of non-US companies (ADRs)

4. Mutual Funds that invest in securities as allowed in this statement

To ensure marketability and liquidity, equity investments shall be executed through nationally recognized exchanges such as the New York Stock Exchange, American Stock Exchange and NASDAQ.

Performance Reporting

The Long-term Reserve Fund will be evaluated at least semi-annually on a total return basis. The evaluation will be based on the stated investment goals. Comparisons will show results for the year-to-date. The report will be prepared by the Treasurer and will be presented to the Finance Committee at least semiannually. The Finance Committee will present a report to the Board of Directors at least annually.

Approved:
CASP Finance Committee
October 3, 2013

Addendum #4

POLICY FOR THE DETECTION AND REPORTING OF FRAUDULENT ACTIVITY

The California Association of School Psychologists (*CASP*) is committed to integrity and ethical behavior. *CASP* thus encourages employees who reasonably believe that they are aware of any violations of federal or state law such as fraud, questionable accounting practices, or the reporting of fraudulent financial information, to disclose any such violations, without any fear of retaliation, discrimination, or harassment with respect to their employment. This policy does not replace or supersede *CASP's* unlawful harassment and discrimination policy; to the contrary, both policies are important components of *CASP's* commitment to providing a professional work environment.

***Reports of Wrongdoing.* The following are examples of actions or behavior that should be reported:**

- Fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statement or accounting records of *CASP*.
- Deviation from full and fair reporting of *CASP's* financial condition.
- Stealing or misappropriation of *CASP* or its donor's funds or assets.
- Deficiencies in or non-compliance with *CASP's* internal accounting controls.
- Misrepresentations or false statements that constitute a violation of federal law (e.g., mail, wire, bank, or securities fraud).
- Violation of other federal or state laws by *CASP*.

CASP strictly prohibits any retaliation, discrimination, or harassment against any employee (or non-employee, such as a board member or donor) who reports what he or she reasonably believes to be violations of federal or state law, such as incident(s) of mail, wire, or securities fraud, questionable accounting practices, or the reporting of fraudulent financial information. *CASP* also will not retaliate against any person who participates in an investigation of such complaints. Conduct that is protected from retaliation includes, but is not limited to:

Providing information or otherwise assisting in an investigation regarding any conduct that the employee reasonably believes constitutes a violation of federal law, such as (but not limited to) tax, mail, wire, or securities fraud laws, or any rule or regulation of the Securities and Exchange Commission (SEC), when the information is provided to or the investigation is conducted by any federal regulatory or law enforcement agency, a member of the United States Congress or any committee of Congress, or any institution supervisor or person with similar authority over the employee, or filing, testifying, participating in, or otherwise assisting in an investigation, hearing, court proceeding, or other administrative inquiry in relation to an alleged violation of federal law, such as tax, mail, wire or securities fraud laws, or any SEC rule or regulation.

CASP also strictly prohibits any retaliation or harmful action against any person (e.g., an employee, donor, or board member) on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal law.

This policy presumes that employees will act in good faith and will not make false accusations. Employees are encouraged to err on the side of caution by reporting any apparent act of wrongdoing, so long as the report is made in good faith. Employees who report acts of wrongdoing or suspected wrongdoing pursuant to this policy will continue to be held to general job performance standards and adherence to *CASP's* other applicable policies and procedures.

Report Procedure. A person who becomes aware of any act or behavior described above is encouraged to report such incidents as soon as possible to the Chair of the Personnel Committee (president-elect) of *CASP's* Board of Directors. Reports may be provided in writing, telephonically, as an email, or in person. Reports should be as complete as possible, including the details of the incident(s),

names of the individual(s) allegedly involved, date(s), and the name(s) of any witness(es). You may send the report or complaint by email or by letter which may be anonymous, at your discretion) to the Chair of the Personnel Committee of CASP at that person's posted email address.

If the subject of the report involves the Chair of the Personnel Committee, you may report your concern to the association President, Past President and/or Executive Director.

CASP will investigate the complaint and will endeavor to protect the privacy and confidentiality of all parties involved, to the maximum extent possible, consistent with CASP's obligations to conduct a thorough investigation, to comply with all applicable laws, and/or to cooperate with law enforcement authorities. If necessary, legal counsel and/or CASP's independent auditing firm will be involved in any investigation.

Non-retaliation. Employees and non-employees (e.g., board members, donors) making reports or complaints under this policy will not be subject to any retaliation, discrimination, or harassment. Prohibited retaliation includes firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination against the employee in the terms and conditions of employment because of the employee's involvement in protected activity.

Any employee who discourages or prevents other employees or persons from making reports under this policy or participating in any investigation of such a report will be subject to disciplinary action, to and including termination.

Any complaint of acts of retaliation in relation to any reports made under this policy should be submitted to the executive director, the association president or the association president-elect. The complaint will be promptly investigated in accordance with the investigation procedures set forth under CASP' policy prohibiting unlawful harassment and discrimination. If a complaint of retaliation, discrimination, or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Appropriate legal action may also be taken.

Receipt of Complaints. On receipt of any complaint made under this policy, the Chair of the Personnel Committee will report to the Personnel Committee of CASP Board of Directors the receipt of any such complaints. On at least a quarterly basis, the Chair of the Personnel Committee will also report to CASP Board of Directors and the Personnel Committee the receipt of any complaints made under this policy, the current status of the investigation of any such complaint, and the disposition of any reports of suspected wrongdoing at the conclusion of the investigation.

Additional Enforcement Information. CASP's employees and constituents should be aware that certain violations of CASP 's policies and practices could subject CASP and/or the individual(s) involved to civil and/or criminal penalties. Before issues or behavior rise to that level, employees are encouraged to report to the Audit Committee any violation of federal or state law, any questionable accounting or auditing matters, any reporting of fraudulent financial information, or retaliation related to such reports. Nothing in this policy is intended to prevent an individual from reporting information to a government or law enforcement agency, when the person reasonably believes that CASP has violated a federal or state statute, rule, or regulation.

CASP may modify this policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with state and federal laws or regulations.

ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Policy for the Detection and Reporting of Fraudulent Activity of CASP and agree to comply with it at all times.

Date: _____

Signature: _____ **Print name:** _____

California Association of School Psychologists

Conflict of Interest Policy¹

&

Annual Statement for Directors and Officers and
Members of a Committee with Board Delegated Powers

Article I -- Purpose

1. The purpose of this Board conflict of interest policy is to protect CASP's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of CASP or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

Article II -- Definitions

1. **Interested person** -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which CASP has a transaction or arrangement,
 - b. A compensation arrangement with CASP or with any entity or individual with which CASP has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CASP is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial

¹ This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow CASP to assess director independence in order to answer questions on Form 990.

interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. **Independent Director** -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director --
 - a. is not, and has not been for a period of at least three years, an employee of CASP or any entity in which CASP has a financial interest;
 - b. does not directly or indirectly have a significant business relationship with CASP, which might affect independence in decision-making;
 - c. is not employed as an executive of another corporation where any of CASP’s executive officers or employees serve on that corporation’s compensation committee; and
 - d. does not have an immediate family member who is an executive officer or employee of CASP or who holds a position that has a significant financial relationship with CASP.

Article III -- Procedures

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
2. **Recusal of Self** – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
4. **Procedures for Addressing the Conflict of Interest**
 - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or Executive Committee shall determine whether CASP can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in CASP's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. **Violations of the Conflicts of Interest Policy**

- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- a. A voting member of the Board who receives compensation, directly or indirectly, from CASP for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CASP for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CASP, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflict of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands CASP is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure CASP operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.

- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to CASP's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, CASP may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Conflict of Interest policy adopted March 28, 2015

Signed: _____

Seble Gebremedhin
CASP Secretary

**Director and Officer
Annual Conflict of Interest Statement**

1. Name: _____ Date: _____

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold:

_____.

3. I affirm the following:

I have received a copy of the CASP Conflict of Interest Policy. _____(initial)

I have read and understand the policy. _____(initial)

I agree to comply with the policy. _____(initial)

I understand that CASP is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____
(initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with CASP? Yes No

i. If yes, please describe it: _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?
Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with CASP? Yes No

i. If yes, please describe it, including when (approximately):

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

a. If you are not independent, why? _____

Signature of director

Date: _____

Date of Review by Executive Committee: _____