



The Trainers of School Psychologists (TSP)

Handbook

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TSP is committed to innovation and excellence in graduate training programs for specialist and doctoral school psychologists. Our purpose is to foster high quality training in school psychology programs. We work toward this goal by examining current trends in graduate education programs, providing professional growth opportunities to school psychology faculty, facilitating communication with field based supervisors, and supporting legislative efforts that promote diversity and excellence in training.

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50 **TSP Mission Statement**

51 TSP is committed to innovation and excellence in graduate training programs for
52 specialist and doctoral school psychologists. Our purpose is to foster high quality
53 training in school psychology programs. We work toward this goal by examining
54 current trends in graduate education programs, providing professional growth
55 opportunities to school psychology faculty, facilitating communication with field
56 based supervisors, and supporting legislative efforts that promote diversity and
57 excellence in training.

58 **Vision Statement¹**

59 TSP is a professional organization that advocates for excellence in the preparation of
60 school psychologists, the specialty of school psychology, and its member graduate
61 training programs. TSP develops partnerships that will enhance school psychology
62 while maintaining the autonomy and financial stability of TSP. TSP seeks to provide
63 high quality professional development, opportunities for dialogue, and a scholarly,
64 peer-reviewed journal of topics relevant to the preparation of school psychologists.

65 **Core Values:**

66 ***Education and Training:*** TSP is committed to advancing best practices in the
67 education and training of school psychologists.

68 ***Scholarly Work:*** TSP is committed to producing a peer-reviewed, scholarly journal
69 and other opportunities for mentoring, professional growth, and research.

70 ***Professional Development:*** TSP engages in high quality professional development
71 for its members using a variety of methods. TSP's Annual Conference and listserv
72 provide opportunities for members to exchange ideas and to develop professional
73 relationships.

74 ***Advocacy:*** TSP engages in actions and activities that seek to influence graduate
75 training programs and school psychology as a whole

76 ***Collaboration:*** TSP partners with allied organizations, agencies, boards, sponsors,
77 and others to develop, to promote, and to achieve shared goals that are within its
78 mission.

79

80 **Diversity:** TSP understands, honors, and respects all individuals and their cultural,
81 sociocultural, and contextual backgrounds and histories in interactions with each
82 other and with organizations, agencies, boards, and sponsors to achieve shared goals
83 that are culturally responsive within its mission.

84 ***TSP is committed to engaging proactively in strategies to attain and to support***
85 ***these core values.***

86 Website: <https://tsp.wildapricot.org>/Facebook:
87 <http://www.facebook.com/groups/197340550280160/>

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89 **Bylaws of the Trainers of School Psychologists (TSP)**

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91 **ARTICLE I: NAME, PURPOSE, AND LIMITS**

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93 ***Section 1. Name***

94
95 The name of the organization shall be Trainers of School Psychologists, and the
96 organization may be referred to as TSP.

97 ***Section 2. Purpose***

98
99 The purpose of TSP shall be:

- 100
101 a. To advance school psychology training standards;
102 b. To provide forums for discussion of current trends in the graduate education of school
103 psychologists;
104 c. To support opportunities for collaboration among and the professional growth of
105 school psychology faculty members;
106 d. To encourage innovation in school psychology training;
107 e. To support the continuing education of school psychology trainers and field
108 supervisors; and
109 f. To support legislative efforts that promote high quality standards of school psychology
110 training and advancement of school psychology in general.

111 ***Section 3. Limits***

112 TSP shall be nonprofit, nonpartisan, and nonsectarian in its purposes and activities.

113 This association is formed exclusively for educational purposes.

114 Upon the cessation of functioning and dissolution of this association and after paying or
115 adequately providing for the debts and obligations of the association, the remaining assets
116 shall be distributed to a nonprofit fund, foundation, or association which is organized and
117 operated exclusively for charitable, educational, and/or scientific purposes and which has
118 established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

119 No part of the net earnings of this association shall ever inure directly to or be
120 distributable to its members, trustees, officers, or other private persons, except that the
121 association shall be empowered to pay reasonable compensation for services rendered, to
122 reimburse expenses approved by the Board, and to make payments and distributions in
123 furtherance of the purposes for which it was formed.

124 **ARTICLE II: MEMBERSHIP, VOTING, AND DUES**

125 ***Section 1. Membership***

126 a. Institutional membership in TSP shall be open to any university or college training
127 program in school psychology. Institutional membership is limited to one per degree-
128 granting institution; each program, upon payment of dues, shall be considered an
129 institutional member of TSP. All school psychology core faculty members designated by
130 the member program's director on the yearly dues statement shall be considered
131 individual members of TSP. Additional school psychology faculty members may be
132 added as individual members upon payment of an additional membership fee per person
133 as noted in Section 3b.

134 b. Individual membership shall be open to any school psychology program faculty
135 member, international school psychologists, or individuals who are not trainers but have a
136 professional interest in the training of school psychologists.

137 c. Membership terms in both categories (i.e., institutional and individual) shall run from
138 September 1 to August 31 to coincide with the academic year and with current billing
139 practices.

140 d. A roster of current institutional members of TSP shall be made available on the TSP
141 website.

143 ***Section 2. Voting***

144 a. Each institutional member shall have one vote in any decision requiring membership
145 action. The program director or appointed designee shall cast the ballot; each program
146 shall decide for itself the manner in which a decision is reached concerning the ballot cast
147 by the program director or the program director's designee. Voting may take place by
148 electronic ballot or at a physical meeting of the membership.

149 b. An individual member shall not have voting privileges in any decision requiring
150 membership action unless he or she is the program director or designee for the
151 institutional membership.

152 c. Decisions requiring membership action shall be decided by a majority vote (i.e., at
153 least 51%) of voting institutional members responding to the electronic ballot or those
154 present at a general meeting.

155 d. Quorum at a general meeting shall constitute representation from at least one-third of
156 the current institutional members in good standing.

e. For voting that occurs outside a general business meeting, a quorum shall constitute representation from at least one-third of the current institutional members in good standing.

Section 3. Dues

a. Dues shall be assessed annually for membership. They shall be payable to TSP.

b. There shall be no individual dues for core faculty members of an institutional member. Individual memberships shall be automatically granted to those core faculty members after receiving a list of names from the institution's program director (or designee) on the membership application returned with the annual dues. Individuals not core faculty of a member institution who wish to join TSP shall incur an individual membership fee. The amount of dues for both institutional and individual members shall be set by majority vote of the Executive Board and ratified by a majority vote of institutional members in good standing at the Annual TSP Business Meeting or by electronic ballot after at least a seven-day discussion period.

ARTICLE III: EXECUTIVE BOARD AND ELECTIONS

Section 1. Officers and Representatives

a. The TSP Executive Board, which shall serve as the governing body of TSP, shall be comprised of five officers (i.e., President, President-Elect, Past-President, Secretary, and Treasurer) and nine representatives. These individuals comprise the voting members of the Executive Board, except that the President shall only vote in case of a tie.

b. Each representative elected to serve on the Executive Board shall serve a three-year term (except when an individual is elected to a specific office). Three representatives shall be elected to the Executive Board each year by vote of the institutional members in good standing, so that the terms of office for the representatives of the Executive Board shall be staggered, with three newly elected persons beginning three-year terms of service annually. Nominations for representative may be made by any member in good standing. All nominees must be TSP members in good standing.

c. Officers of the Executive Board shall be elected annually from among individual or institutional members in good standing who are nominated by majority vote of the Executive Board.

d. Officers and representatives shall be elected by a vote of institutional members in good standing. All officers and newly elected representatives shall begin their terms of office on September 1 of the year in which they are elected except as noted in Article III, Section 3a below.

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195 e. The elected officers of the Executive Board shall include the President-Elect
196 (who will, in the remaining two years of office, subsequently assume the roles of
197 President and Past-President), Treasurer, and Secretary. The Treasurer and the
198 Secretary shall each be elected for three-year terms, beginning in alternate years
199 so that the two shall not be elected in the same year.

200

201 f. No individual shall hold two elected positions at the same time, and no one
202 shall hold the same elected position for more than two terms. If a representative or an
203 officer is elected to an(other) position and has not completed his or her term of office in
204 the previous role, the position shall be filled as specified in Article III, Section 3a below.
205 g. All Executive Board members may vote on any issue brought before the Board except
206 for the President, who only votes in case of a tie.

207 e. ***Section 2. Elections***

208 a. Nominations for election as representatives to the Executive Board shall be solicited
209 through an announcement to the voting membership and other interested parties in April..
210 Elections shall be held in May.

211 b. To be eligible for election to the Executive Board, a candidate must be a member in
212 good standing as specified in Article II, Section 1a.

213 c. Three representatives shall be elected each year to serve on the Executive Board to
214 replace the three representatives whose terms of service on the Executive Board expire
215 that year.

216 d. Names of candidates shall be presented on the ballot to all voting institutional
217 members each year for the three Executive Board representative positions and two officer
218 positions to be filled. The candidates receiving the largest number of votes cast shall be
219 elected.

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221 e. A person may serve as a representative on the Executive Board if elected for a second
222 consecutive term for a maximum of six years.

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225 ***Section 3. Procedures for Filling Vacancies***

a. The Executive Board shall, by majority vote, upon the recommendation of the President, fill any unexpired vacant representative position on the Board. The person so appointed shall serve until the next annual election of Executive Board members. During the annual election, the ballot shall include any nominated candidates to serve out the remaining time of the unexpired term, if any. The person selected by the Executive Board to fill the vacant position shall have the opportunity to serve as one of the candidates for the unexpired term.

b. If the position of one of the officers becomes vacant, the remaining members of the Executive Board shall elect the new officer(s) from among current Executive Board members to complete the term of service in that office.

Section 4. Committees

a. The Executive Board may, by majority vote, establish committees to carry out specific functions. Any individual member of TSP in good standing may serve as a member of a committee of TSP. The chair of a committee must be a member of the Executive Board. Any committee shall continue to carry out its designated function(s) until dissolved by majority vote of the Executive Board.

b. *The Membership Committee Chair shall:*

1. Be one of the elected representatives to the Executive Board who is appointed by the President with the approval of the Board for a one-year term. The Membership Chair may be reappointed annually as long as he or she is still an elected member of the Board.

2. Send annual renewal dues notices to all members no later than the month preceding the start of each membership year with at least one follow-up inquiry to those whose dues have not been received.

3. Submit lists of current members to the Executive Board at least twice a year or as requested by the President.

4. Regularly solicit new institutional and individual memberships as directed by the Executive Board.

5. Select committee members from among institutional or individual members in good standing who may become leaders in TSP to assist with these functions.

Section 4. Other appointed positions

a. The Executive Board may, by majority vote, appoint persons to other positions, such as manager of the TSP listserv, TSP Webmaster, Trainers' Forum Editor,

Trainers' Forum Associate Editor and Membership Chair. These positions must be held by individual members in good standing of TSP. If the individual so appointed is not already a member of the Executive Board, he or she may be invited to Board meetings by the President but shall have no voting privileges on the Board.

- b. Application for the position of Trainers' Forum Editor and Associate Editor shall be submitted to the Executive Board along with qualifying materials (such as writing samples). These positions must be approved by majority vote of the Executive Board. The Editor and Associate Editor shall serve four-year terms.

ARTICLE IV: MEETINGS

Section 1. Meetings of the Membership

a. General and business meetings of the membership shall be scheduled at least one time per year at a time or times and location or locations determined by majority vote of the Executive Board.

b. Programs and scheduling of the meeting(s) shall be arranged by the President and President-Elect with the approval of the Executive Board.

c. Members shall receive written notice of the time, location, and agenda of general meetings at least thirty (30) days in advance.

d. For voting purposes at a general meeting or electronic ballot of the membership, a quorum shall consist of representation by at least one-third (1/3) of the institutional members as specified in Article II, Section 2d. Each institutional member has one vote. Votes with less than a quorum may act as advisory votes but do not become TSP policy until they receive assent of a majority of a quorum through a follow-up ballot.

Section 2. Executive Board Meetings

a. The President shall call an Executive Board meeting *at least* twice annually. However, it is important to note that it has traditionally been necessary to hold more frequent conference call meetings for the Executive Board to function effectively (e.g., to complete projects, to react to issues in training, to plan for annual conference).

b. A quorum at Executive Board meetings shall consist of the President (or designee) and at least five other Executive Board members with voting privileges.

c. Decisions requiring a vote by the Executive Board shall have a quorum, and a majority of those present must vote in favor for passage. Each Executive Board member shall have one vote except for the President, who shall only vote in case of a tie.

ARTICLE V: PUBLICATIONS

a. A periodical, the Trainers' Forum Journal, containing peer-reviewed articles related to the mission of TSP shall be distributed to all members as well as to other entities as determined by the Board.

b. The periodical shall be published regularly, with an expected schedule of at least two times a year.

ARTICLE VI: RESPONSIBILITIES OF OFFICERS AND REPRESENTATIVES

Bylaws *Section 1. Powers and Duties of Executive Board Members*

a. The President shall:

1. Preside at all TSP meetings.
2. Act as chairperson of the Executive Board.
3. Act as an ex-officio member of all Committees.
4. Take responsibility for official communications necessary with other organizations or persons.
5. Schedule and establish the program for all TSP general/business meetings in collaboration with the President-Elect with the approval of the Board.
6. Represent TSP in all duties usually pertaining to that of the office of President.

7. Schedule and conduct all meetings of the Executive Board.

b. The Secretary shall:

1. Attend all Executive Board and general/business meetings and record the minutes of these meetings.
2. Promptly submit a typed transcript of the minutes to all members of the Executive Board and once the minutes have been approved by the Board, arrange to have them published on the TSP website.

c. The Treasurer shall:

1. Supervise all financial matters for TSP, including collection, investment, and expenditure of monies as well as filing of any required tax returns and forms required for maintenance of corporate status.
2. Inform members of the receipt of dues and their membership status by issuing a receipt listing the registered associate members.
3. Submit a budgetary report to the Executive Board at quarterly intervals (or as requested by the President) during the year.
4. Present both a written and an oral financial report to the members at each general meeting.

e. The President-Elect shall:

1. Be responsible for planning the annual TSP meeting in collaboration with the President and with the approval of the Executive Board. To fulfill this function, the President-Elect may create one or more committees with the approval of the Executive Board.

f. The Past-President shall:

1. Solicit nominations for the TSP Trainer of the year award to be presented each year at the TSP business meeting.
2. Solicit and receive nominations for the Executive Board through the Trainer's Forum, SPTrain listserv, the TSP website, and other appropriate media.
3. Be responsible for conducting the election and for announcing the results in a manner prescribed by the Board.
4. Review the Bylaws regularly and propose any necessary amendments to the Executive Board.
5. Work with the President and the President-Elect to establish location(s) and dates for one or more future TSP Conferences, including general/business meeting. Present the selected site(s) and dates to the Executive Board for approval.

g. Each Representative shall:

1. Attend Executive Board and general/business meetings.
2. Serve as representatives of the TSP membership, bringing matters of interest and concern to the attention of the Executive Board for possible action.
3. Assume responsibilities in the execution of TSP programs and Executive Board activities as delegated by the President.

357 ***Section 2. TSP Advisory Board***

358 a. The TSP Advisory Board will consist of the three most recent former Presidents, with
359 each serving a three-year term which begins immediately after his/her year as Past-
360 President.

361
362 1. Advisory Board members have no voting privileges on the Executive Board and will
363 have staggered terms, such that each immediate Past-President shall, at the end of his or
364 her term, become a member of the Advisory Board and shall rotate off the Advisory
365 Board after his or her three-year term.

366 2. Advisory Board members are expected to participate in conference call meetings of
367 the Executive Board at the invitation of the President as well as in the annual TSP
368 meeting.

369 3. Any Advisory Board member may voluntarily resign from the Advisory Board at any
370 time by notifying the President. The President may, at his/her discretion, nominate any
371 other past president to fulfill the remainder of the term of the one who resigns. Such
372 nomination shall be subject to approval by the Executive Board.

373 4. The purpose of the Advisory Board is to provide guidance and recommendations to the
374 President and to the Executive Board.

375 **ARTICLE VII: AMENDMENTS TO THE BYLAWS**

376 a. TSP institutional members may vote on all proposed amendments to the Bylaws.

377 b. Proposed amendments require a two-thirds (2/3) assent of those voting for passage.
378 The number of institutions voting must constitute a quorum as defined in Article II,
379 Section 2d.

380 c. If the vote is by electronic or paper ballot, these must be returned to the TSP Secretary
381 and received within 30 days of the date the ballot was sent out in order to be counted.

382 **ARTICLE VIII: REMOVAL FROM OFFICE**

383 Any Executive Board member, Trainers' Forum Editor or Associate Editor, Advisory
384 Board member, Committee chair, or Committee member may be removed without
385 specified cause by a two-thirds (2/3) vote of the entire Executive Board. If the individual
386 being considered for removal is a voting member of the Executive Board, he or she may
387 not vote on this issue.

388 **ARTICLE IX: CONFLICT OF INTEREST**

389 Each member of the Executive Board shall inform the President and other Board
390 members if he or she has a conflict of interest regarding any issue which comes before
391 the Board (e.g., accepting payment from a publishing company when a decision about the

392 relationship with that company must be made by the Board). In such a situation, the
393 Board member must recuse himself or herself from the vote on that issue. Failure to do so
394 shall constitute a breach of that individual's duty to TSP and may be grounds for
395 disciplinary action by the Board up to and including possible expulsion from the Board
396 and/or from TSP.

397 **ARTICLE VIII: EFFECTIVE DATE**

398 Upon ratification by members, these Bylaws and any amendments thereto shall become
399 effective immediately.