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## **CONSTITUTION**

### **Part 1 – NAME**

The name of the society is the **British Columbia Association of School Psychologists**.  
British Columbia Association of School Psychologists is a Member Funded Society.

### **Part 2 – PURPOSES**

The purposes of the society are to represent the interests of school psychologists and to further the standards of school psychology practice in order to promote effective service to all students and their families by:

- (1) encouraging and initiating activities appropriate to the strengthening and unifying of the profession of school psychology;
- (2) assisting and promoting the development of high professional and ethical standards within its membership;
- (3) promoting the advancement of educational standards in school psychology;
- (4) promoting sound personal practice in school psychology; and
- (5) representing the needs, concerns and interests of school psychologists in areas of public relations, education programs, and legislative matters.

## **BYLAWS**

### **PART 1 – INTERPRETATION**

In these Bylaws:

“debenture” has the same meaning as in the *Company Act*

“society” means the British Columbia Association of School Psychologists

“special resolution” shall have the same meaning as in the New Society Act.

### **PART 2 – STANDARDS**

- 2.1 A Certified School Psychologist provides, or is qualified to provide, psychological services and consultation for students, parents, and teachers in order to address learning, behavioral and emotional concerns, and has training in, and provides psychoeducational assessments when necessary in order to address these concerns.
- 2.2 In order to assess and diagnose students in schools, Certified School Psychologists must be employees (as defined by the Canada Revenue Agency) of a Board of Education constituted

under the School Act, or by a Provincial, federal or municipal government or government agency, or by a university as defined by the University Act, as outlined in the British Columbia Health Professions Act. Reporting title of Certified School Psychologist and/or associated BCASP number can only occur when the aforementioned employment criteria is met. If a BCASP member does not follow this standard, the member will be considered a member not in good standing.

- 2.3 All members must actively participate and engage in activities which maintain, expand and update their professional skills. This requirement is met by completing at least 25 hours of professional development each year to promote a high practice standards among members. The Quality Assurance Committee (or Executive Committee) may monitor compliance with continuing competency requirements or other requirements of BCASP's quality assurance program by conducting random audits of members by mail or by using another method approved by the board.

### **PART 3 – MEMBERSHIP**

#### **3.1 – CERTIFIED SCHOOL PSYCHOLOGIST (VOTING)**

##### **3.1.1 Educational Qualifications**

- (a) A master's or a doctoral degree in School Psychology, or similar program of study, from a university approved by the Membership Committee, and with specific coursework in all of the following areas:

cognitive and academic assessment (Level B and C tests\*); and  
psychometric principles; and  
academic assessment and intervention; and  
social, emotional, behavioural assessment and intervention; and  
professional ethics (for psychology or school psychology); and  
consultation; and  
typical and atypical child development; and psychopathology and diagnosis.

\*Level C tests are those which require supervision and advanced training and experience in administration, scoring and interpretation.

(Examples: clinical tests of mental ability, personality tests, neuropsychology tests.)

**OR**

- (b) Current certification by the National School Psychology Certification Board (National Association of School Psychologists).

##### **3.1.2 Experience**

Experience may be obtained either during or following the graduate degree program.

- (a) At least 1200 hours of supervised school psychology internship from a university, 600 of which must be in a school setting.

OR

- (b) At least 1 year (10 months) of successful supervised experience as a school psychologist in accordance with the BCASP Supervision Guidelines. The supervision plan needs to be approved by the Membership Committee before commencing supervision.

OR

- (c) Current certification by the National School Psychology Certification Board (National Association of School Psychologists).

### 3.1.3 **Examination**

Attainment of a passing score adopted by the National Association of School Psychologists (NASP) on the National School Psychology Examination (ETS).

### 3.1.4 **Citizenship**

Canadian citizenship or Permanent Resident, or the candidate is eligible to work in Canada.

### 3.1.5 **Criminal Record Check**

No record of any criminal offence which may jeopardize a professional relationship with students.

### 3.1.6 **Professional References**

Two references which would attest to the suitability of the applicant to work as a school psychologist. Other possible references may include employers, professional colleagues, academics who have known the applicant for a period of at least 2 years, or current supervisor of internship.

### 3.1.7 **Current Employment** as in 2.2.

There must be employment (as defined by the Canada Revenue Agency) by a Board of Education constituted under the School Act, or by a Provincial, federal or municipal government or government agency, or by a university as defined by the University Act, as outlined in the British Columbia Health Professions Act.

### 3.1.8 **Fees**

The following fees shall be levied:

- (a) **Application Fee.** This is a one-time, non-refundable fee which shall accompany all applications for certification.
- (b) **Annual Certification-Membership Fee.** The payment of this fee shall be due on or before January 31, of the membership year, which runs from January 1 to December 31.
- (c) **Penalties.** Penalties for late payment made after January 31 will be applied. Any change in fee structure or amount shall be ratified by the membership.

### 3.1.9 Application Procedure

On receipt of documentation and application fee all applicants shall be considered on an individual basis by the Membership Committee.

The applicant has 2 years to complete any outstanding requirements. After 2 years, the application will be closed.

It is the responsibility of the applicant to submit all components of the membership package. The package will be reviewed by the Membership Committee once it is complete.

Where an applicant disputes the decision of the Membership Committee, an appeal in writing may be made to the Executive Committee.

Where an applicant meets all criteria but 3.1.7, the Membership Secretary may write a letter to notify a potential employer of the applicant's eligibility for membership.

### 3.2 Classes of Membership

#### Active Membership

- (a) An Active Member meets the current employment criteria as outlined in 2.2, and is a member in good standing.

#### Inactive Membership

- (b) An Inactive Member is not currently employed, or may be on a leave (medical or administrative).
- (c) A person who is an inactive member for up to four years, may be reinstated by notification to the Membership Secretary of re-employment by a designated agency, along with payment of the past and current certification-membership fee, as well as late fees. After four years, the person must reapply for certification-membership.
- (d) A person may request an extension of Inactive Membership status by providing a reason or rationale in writing to the Membership Secretary.

### 3.3 – CESSATION OF MEMBERSHIP

#### 3.3.1 A person shall cease to be a member:

- (a) by delivering his resignation in writing or email to the Secretary-Treasurer of the society or by mailing or delivering it to the address of the society.
- (b) on death.
- (c) on being expelled.
- (d) on having been a member not in good standing for 6 consecutive months unless written application for deferral or moderation of fees, due to extenuating circumstances, has been approved by the Executive.

#### 3.3.2 All members are in good standing except:

- (a) one who has failed to pay current annual membership fee or any other subscription or debt due and owing to the society
- (b) one who is in breach of Standard 2.2

- (c) one who has had an ethical complaint whose resolution was determined that the member is not in keeping of BCASP standards, and therefore not a member in good standing.
- (d) one who is in breach of Standard 2.3

A member is not in good standing so long as the debt remains unpaid.

3.3.3 A member may be expelled from the society for conduct deemed unacceptable by a review committee appointed by the Executive Committee. The Membership Secretary shall give the member written notice of the conduct complained of and the member or an appointed representative(s) shall be entitled to provide a written or oral explanation of the conduct complained of within the time specified by the Membership Secretary. After investigation, the Executive Committee may expel a member or provide such lesser penalty as may be deemed appropriate.

#### **3.4 – REINSTATEMENT OF MEMBERSHIP**

- 3.4.1 A person who has ceased to be a member because of nonpayment of fees and who has continued to work for an employer as designated in 2.2, may be reinstated by reimbursement of the delinquent fees together with the associated late fees for up to two years. After that time, the person must reapply for certification-membership.
- 3.4.2 A person who is an inactive member for up to four years, may be reinstated by notification to the Membership Secretary of re-employment by a designated agency and payment of the current (and outstanding) certification-membership fee. After that, the person must reapply for certification-membership.

#### **PART 4 – MEETINGS**

- 4.1 The Executive Committee shall hold at least four meetings per year. These meetings can occur in person or via electronic means.
- 4.2 Each Executive Committee member shall have one vote. A quorum for all Executive Committee meetings shall be a 2/3 majority of the total votes.
- 4.3 There shall be an Annual General Meeting of the society which shall take place not later than November 30 in any calendar year, at such place as may be designated by the Executive Committee.
- 4.4 Notice of any Extraordinary General Meeting shall be mailed or emailed to all members in good standing at least 4 weeks before the date of such General Meeting.
- 4.5 No substantive or procedural matter shall be transacted at any General Meeting unless a quorum of 20% of the voting members (which shall be at least 3 persons) shall be present.

- 4.6 Should a quorum not be present at the Annual General Meeting the President may call a meeting of the membership with 24 hours notice. Quorum provisions as stated in 4.5 shall not be applicable at this meeting.
- 4.7 A request for an Extraordinary General Meeting may be made by members of the society via a petition stating the purpose of the meeting and bearing signatures of at least 10% of the members, directed to the Secretary-Treasurer, at which time 4.4 shall be applied.
- 4.8 Should a quorum not be present at an Extraordinary General Meeting, the President shall call a meeting of the membership, with 4 weeks written notice. Quorum provisions as stated in 4.5 shall not be applicable at this meeting.
- 4.9 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 4.10 The President (or alternate designated Chair) shall not vote at a General Meeting except when a deciding vote is required.
- 4.11 Each voting member in good standing present at a meeting shall be entitled to one vote. There shall be no provision for proxy voting.
- 4.12 The New Robert's Rules of Order (1989) shall govern procedure at all meetings of the society to the extent that they are not inconsistent with the Constitution and Bylaws of the society and any special rules adopted in accordance with them.

#### **PART 5 – OFFICERS**

- 5.1 The Executive Committee shall consist of: President, Vice President, Past President, Secretary-Treasurer, Membership Secretary, Director of Communication, Chairs of Standing Committees, and Member at Large.
- 5.2 All members of the Executive Committee shall be elected by secret mail ballot (except the Past President as noted in 5.3).
- 5.3 The President shall be elected for a two year term and will automatically assume the office of Past President upon leaving the office of President.
- 5.4 The Vice President, Secretary-Treasurer, Membership Secretary, Director of Communications, Ethics and Professional Conduct Chair, and Member at Large shall be elected for one year terms.
- 5.5 The duties of the members of the Executive Committee shall be determined in the Bylaws, Part 12.
- 5.6 When an Executive Committee position becomes vacant, the remaining members of the Executive Committee shall appoint a successor until the next Annual General Meeting.

- 5.7 Terms of office for Executive Committee members shall commence immediately following the Annual General Meeting.

### **PART 6 – NOMINATIONS & ELECTIONS**

- 6.1 The Nominations Committee shall consist of the Past President and at least three members appointed by the Executive Committee.
- 6.2 The Past President shall issue a call for nominations not less than 75 days prior to the Annual General Meeting.
- 6.3 The nominations shall close 40 days prior to the Annual General Meeting.
- 6.4 A nomination shall be made by two voting members who shall sign the nomination form. The nominee shall also sign the nomination form. The nomination form can be either mailed or scanned and emailed.
- 6.5 Where more than one person has been nominated for an executive position, an election shall be held by mail ballot.
- 6.6 Each voting member in good standing shall be entitled to one vote.
- 6.7 Ballots shall be mailed to each voting member in good standing 30 days prior to the Annual General Meeting.
- 6.8 Ballots must be received by the Past President 24 hours prior to the Annual General Meeting.
- 6.9 The nominee receiving the majority of votes from the ballots cast (for each position) shall be declared elected.
- 6.10 Where only one person has been nominated for an executive position, that person shall be declared elected.
- 6.11 Where a President resigns less than 80 days before an Annual General Meeting or where there is no nominee for an Executive Committee position, nominations and elections by secret ballot shall take place during the Annual General Meeting.

### **PART 7 – REMOVAL FROM OFFICE**

- 7.1 A petition for removal of an officer shall be signed by at least five members of the society and submitted in writing to the President. If the President is the subject of the petition, it shall be presented to the Vice President. A copy of this petition shall be forwarded to the subject of the petition.
- 7.2 Within 15 days following receipt of the petition, the President (Vice President) shall call a meeting of the Executive Committee to consider the matter, and to call for an Extraordinary General Meeting stating the reason for such meeting.

- 7.3 At the Extraordinary General Meeting quorum provisions as stated in Part 4 shall not be applicable.
- 7.4 The members may, by special resolution at such General Meeting, remove an executive officer before the expiration of his term of office.

### **PART 8 – BORROWING POWERS**

- 8.1 In order to carry out the purposes of the society the Executive Committee may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and in particular, but without limiting the foregoing, by the issue of debentures.
- 8.2 No debenture shall be issued without the sanction of a special resolution.
- 8.3 The members may, by special resolution, restrict the borrowing powers of the Executive Committee. Such a restriction shall expire at the next Annual General Meeting.

### **PART 9 – AMENDMENTS**

- 9.1 The Constitution and Bylaws may be amended by special resolution.
- 9.2 Amendments to the Constitution and Bylaws shall take effect as soon as they are adopted unless otherwise directed by the members and after approval by the Registrar of Companies.

### **PART 10 – COMMITTEES**

- 10.1 Standing Committees shall be the Conference Committee, Nominations Committee, Finance Committee, Membership Committee, and Ethics and Professional Conduct Committee.
- 10.2 The Executive Committee may appoint additional committees as may from time to time be deemed advisable.

### **PART 11 – DISSOLUTION**

Upon dissolution of this society, funds or assets remaining after all debts have been paid shall be transferred to a charitable institution with purposes similar to those of this society, or if this cannot be done, to another charitable institution recognized by Revenue Canada as qualified under the provisions of the Income Tax Act of Canada.

### **PART 12 – THE EXECUTIVE COMMITTEE**

The responsibilities of the members of the Executive Committee shall be as follows:

#### **12.1 – PRESIDENT**

- 12.1.1 To serve as the chief executive officer of the society.
- 12.1.2 To give professional leadership to the society.

12.1.3 To call regular meetings of the Executive Committee and the membership specified in the Bylaws, Part 4.

12.1.4 To conduct all meetings of the Executive Committee and General Meetings that are called.

12.1.5 To serve as an ex-officio member of all committees except the Nominations Committee.

12.1.6 To coordinate plans, stimulate activity, review progress, and request reports at appropriate times.

## 12.2 – **VICE PRESIDENT**

12.2.1 To serve in the President's place and with the President's authority in case of absence or disability of the President

12.2.2 To represent the Executive Committee on the Conference Committee.

## 12.3 – **PAST PRESIDENT**

12.3.1 To consult with and advise the President.

12.3.2 To chair the Nominations Committee.

12.3.3 To coordinate proposed changes to the Constitution and Bylaws.

## 12.4 – **SECRETARY-TREASURER**

12.4.1 To record and distribute proceedings of executive meetings to all members of the Executive Committee.

12.4.2 To record and distribute the proceedings of the Annual General Meeting and Extraordinary General Meetings to members.

12.4.3 To conduct the correspondence of the society.

12.4.4 To have custody of current records and documents of the society.

12.4.5 To pay accounts with budgeted amounts.

12.4.6 To have a financial statement drawn up each year for presentation at the Annual General Meeting.

12.4.7 To chair the Finance Committee

12.4.8 To maintain the register of current members.

12.4.9 To determine valid membership prior to any voting as stated in the Bylaws.

## **12.5 – MEMBERSHIP SECRETARY**

- 12.5.1 To encourage new members.
- 12.5.2 To appraise applications, certify members, and issue memberships.
- 12.5.3 To have custody of the seal of the society.
- 12.5.4 To chair the Membership Committee

## **12.6 – DIRECTOR OF COMMUNICATION**

- 12.6.1 To publish and distribute a newsletter online at least semi-annually.
- 12.6.2 To manage the BCASP website.

## **12.7 – ETHICS AND PROFESSIONAL CONDUCT CHAIR**

- 12.7.1 To chair the Ethics and Professional Conduct Committee

## **PART 13 – STANDING COMMITTEES**

### **13.1 – CONFERENCE COMMITTEE**

- 13.1.1 The Vice President shall serve as a member of the Conference Committee.
- 13.1.2 The members of the Conference Committee shall be appointed by the Executive Committee.
- 13.1.3 The Chair or Co-Chairs shall report to the Executive Committee for approval of all motions or actions involving major budget items for the conference.
- 13.1.4 At the completion of the conference, the Chair or Co-Chairs shall submit a final report to the Executive Committee.

### **13.2 – NOMINATIONS COMMITTEE**

- 13.2.1 The Past President shall serve as Chair of the Nominations Committee.
- 13.2.2 The members of the Nominations Committee shall be appointed by the Executive Committee.
- 13.2.3 The duties of the Nominations Committee shall be:
  - (a) To inform the membership of vacancies on the Executive Committee as stated in the Bylaws.
  - (b) To distribute and receive all ballots.
  - (c) To tabulate election results.
- 13.2.4 The Chair shall report election results at the Annual General Meeting.

### **13.3 – FINANCE COMMITTEE**

13.3.1 The Secretary-Treasurer shall serve as Chair of the Finance Committee

13.3.2 The members of the Finance Committee shall be the President, Secretary-Treasurer, and other members as appointed by the Executive Committee.

13.3.3 The duties of the Finance Committee shall be:

- (a) To assist the Secretary-Treasurer in compilation of the annual budget.
- (b) To advise the Executive Committee of the status of the budget.

### **13.4 – MEMBERSHIP COMMITTEE**

13.4.1 The Membership Secretary shall serve as Chair of the Membership Committee.

13.4.2 The members of the Membership Committee shall be appointed by the Executive Committee.

13.4.3 The duties of the Membership Committee shall be:

- (a) To appraise application, certify members, and issue memberships.
- (b) To determine valid membership prior to any voting.

### **13.6 – ETHICS AND PROFESSIONAL CONDUCT COMMITTEE**

13.6.1 The Ethics and Professional Conduct Committee Chair shall serve as Chair of the Ethics and Professional Conduct Committee.

13.6.2 The members of the Ethics and Professional Conduct Committee shall be appointed by the Executive Committee.

13.6.3 The members of the Ethics and Professional Conduct Committee shall assist the Chair in preparing the annual report for the Annual General meeting.

13.6.4 The duties of the Ethics and Professional Conduct Committee shall be to:

- (a) promote the knowledge and practice of professional ethics and standards in school psychology and act in a general consultative role to both members and the community in this capacity;
- (b) advise the Executive Committee regarding members' concerns related to ethical practice in the workplace;
- (c) advise the Executive Committee regarding complaints against members;
- (d) revise the Associations document Guidelines for Ethical conduct, as necessary, with the approval of the membership at the Annual General Meeting;
- (e) and develop and maintain guidelines for adjudication of ethical complaints.

### **PART 14 – REIMBURSEMENT FOR EXPENSES**

14.1 The Executive Committee may provide for payment of pre-approved expenses incurred by members while on official business for the society on condition that:

(a) reimbursement for mileage travel expenses is at the rate determined by the Finance Committee.

(b) reimbursement for air fares is made on the basis of return economy airfare.

14.2 No reimbursement shall be paid for attendance at meetings held during the annual convention.

14.3 Claims for expenses must be submitted to the Secretary-Treasurer. The Secretary-Treasurer shall deduct expenses from the appropriate budget item.

14.4 Where members of the Executive Committee are asked to represent the society, the President may approve the expenses incurred. The Executive Committee shall determine the assignment of costs to the appropriate part of the budget.