

Approved by ACPA Board of Directors on 1/16/86
Approved by CSPA Board of Directors on 5/18/86
Approved by ACPA voting membership on 9/15/86

BYLAWS
of the
ALAMEDA COUNTY PSYCHOLOGICAL ASSOCIATION
A Chapter of the California State Psychological Association

ARTICLE I. NAME

This organization shall be known as the Alameda County Psychological Association, hereafter referred to in these Bylaws as ACPA. ACPA is a chapter of the California State Psychological Association (CSPA).

ARTICLE II. PURPOSE

The purpose of ACPA shall be to provide a local forum and an organizational structure to advance psychology as a science and as a profession in Alameda County. ACPA shall endeavor to promote the betterment and usefulness of Psychology as a profession. ACPA shall require high standards of competence, professional ethics, conduct, education and achievement of psychologists. ACPA will help maintain this competence through meetings, professional contacts, reports, discussions and publications. Nothing in these Bylaws shall conflict with the purposes and positions of CSPA.

ARTICLE III. PARTICIPATION

Section 1:

ACPA shall consist of six categories of participation: (1) Member; (2) Associate; (3) Affiliate; (4) Honorary; (5) Out-of-County; and (6) Life.

Note: In this and following sections, any mention of academic degree shall refer to a degree obtained from a school accredited by the Council on Postsecondary Accreditation or its equivalent or from a school approved under the appropriate provisions of the California Education Code or an equivalent at the discretion of the ACPA Board of Directors.

Note: Participation or membership in ACPA is not necessarily to be construed as evidence of qualification or competence to practice psychology.

Note: A person shall enter participation on the highest level for which that person is qualified except for full-time students in a psychological doctoral program, who may join as Affiliates.

Section 2:

Members shall consist of those persons who hold: (1) a doctorate in psychology, or (2) a license as a psychologist in the State of California, or (3) a Diplomate of the American Board of Professional Psychology.* (*Administrative interpretation: for purposes of determining ACPA member status, licensed educational psychologists are accepted on the same basis as licensed psychologists. Members shall have all the rights and privileges of ACPA including the right to vote and hold office).

Section 3:

Associates shall consist of those persons who hold a masters degree in psychology or equivalent. Associates shall have all the rights and privledges of ACPA including the right to vote, hold office and serve on the Board of Directors.

Section 4:

Affiliates shall consist of those persons with an interest in psychology including, but not limited to students in psychology and allied health care professionals. Affiliates shall have all the rights and privledges of ACPA except the right to vote, hold office and serve on the Board of Directors.

Section 5:

Honorary participants shall consist of persons of other professions or disciplines designated by the Board of Directors for distinguished contribution or honorary status in psychology. Honorary participants shall have all privileges of Members except, voting, holding office or serving on the Board of Directors.

Section 6:

Out-of-County participants shall include all persons who live and work out of county and wish to participate in ACPA. These participants shall be entitled to participate in all activities except voting, holding office or serving on the Board of Directors.

Section 7:

Life participants shall include Members, Associates or Affiliates who have reached the age of 65 and have been participants in ACPA for at least ten (10) years or since its inception. Also, those regardless of age or length of membership, who have been judged totally and permanently disabled by the Membership Committee, shall keep their privileges and designation within ACPA and be exempt from any further dues and assessments.

Section 8:

Application for participation: All new applicants must complete and submit a written application to the Membership Committee. The Membership Committee shall review the professional and ethical adequacy of candidates for participation and reserves the right to refuse membership to questionable candidates.

a. It shall be the responsibility of the candidate to furnish signed endorsements from two members of CSPA or ACPA, or be a Member or Fellow of the American Psychological Association (APA).

b. The names of new participants shall be announced to the ACPA membership in the ACPA Newsletter (East Bay Psychologist).

Section 9:

Expulsion of participants: Participants may be expelled or suspended from ACPA for unethical, illegal or unprofessional conduct. Investigation for action may be instituted by any participant by referring the case to the APA Ethics Committee.

ARTICLE IV. BOARD OF DIRECTORS

Section 1:

Powers. Subject to the limitations of these Bylaws, and the laws of the state of California, the business and affairs of ACPA shall be controlled by a Board of Directors. ACPA shall prepare an annual statement of goals and programs and shall submit these to the CSPA Board of Directors.

Section 2:

Membership. The Board of Directors shall consist of the following:

- a. All elected officers of ACPA including the President, President-Elect, Past-President, Secretary and Treasurer (voting).
- b. An elected CSPA Observer (voting).
- c. Chairpersons of standing committees (voting).
- d. Chairpersons of ad hoc committees (ex-officio).
- e. Newsletter editor appointed by the President (ex-officio).

Section 3:

Regular Meetings. Regular meetings of the Board of Directors shall be held at least six times per year at a place and date established by the President.

Section 4:

Special Meetings. Special meetings may be called by the President, by three or more Board members, or by two members of the Executive Council.

Section 5:

Quorum and Voting. A quorum is 60% of the total ACPA Board of Directors. Once a quorum is established, it is maintained unless the number of Board members present falls below 50% of the total ACPA Board of Directors. A Board member may give his or her proxy to another Board member by a written, signed and dated memorandum. If one individual holds more than one office entitling him or her to a vote, he or she shall be limited to one vote.

Section 6:

Unless otherwise indicated in these Bylaws or any special rules of order ACPA adopts, the latest version of Robert's Rules of Order shall be the parliamentary authority for the Proposed changes to Bylaw – Quorum should represent 60% of the individuals representing the members of the board of directors. governance of ACPA.

Section 7:

Election of Board of Directors officers and CSPA Observer.

- a. The officers of ACPA shall consist of: (1) President; (2) President-Elect; (3) Past-President for one year Immediately past; (4) Secretary and (5) Treasurer.

b. Election of officers shall be conducted annually by mail ballot circulated to all Members, Associates, and Life participants in those categories. The CSPA Observer shall be elected bi-annually. Candidates with the highest number of votes shall be declared winners.

c. The terms of office of the Officers and the CSPA Observer shall begin January 1, immediately following annual election as follows:

(i) The President-Elect shall be elected for a one-year term and shall automatically succeed to the Presidency upon the expiration of his or her term, for a one-year term. S/he shall automatically succeed to the Past-Presidency for a one-year term upon the expiration of his or her term as President.

(ii) The Secretary shall be elected for a one-year term.

(iii) The Treasurer shall be elected for a one-year term.

(iv) The CSPA Observer shall be elected for a two-year term and begin serving in odd-numbered years. The CSPA Observer shall be a Member or an Associate of CSPA.

Section 8:

Attendance Requirements. Officers and members of the Board of Directors shall attend all Regular and Special meetings as herein defined, and all general meetings of ACPA membership. Three (25% of scheduled Regular and General meetings) absences unexcused by the President in any one year period shall be considered tantamount to the member's resignation from the Board of Directors, subject to a confirming vote by the Board of Directors.

Section 9:

Election Procedures.

a. In February of each year the President-Elect shall form a Nominations committee which he or she shall chair.

b. This committee shall be responsible for obtaining nominations for ACPA officers annually and for a CSPA Observer in evennumbered years.

c. The entire membership shall be notified of the call for nominations.

d. The Nominations committee shall strive to find at least two qualified candidates for each vacant position, but may offer only one candidate for each position. Provision shall be made for write-in candidates.

e. Ballots shall be mailed to Members, Associates and eligible Life participants by October 30th with position statements and biographical information supplied by candidates.

f. Ballots shall be collected and held by the Chair of the Nominations committee and held unopened. They will be counted by the Nominations Committee and results announced at a Board meeting. Any nominee for office on the Nominations Committee shall be disqualified from counting the ballots for that office.

Section 10:

Limits of Consecutive Terms. Officers and Board members shall serve in the same position for no more than two consecutive terms. For purposes of this section, completion of more than 50% of a term shall be considered a full term of service. Eligibility for nomination after serving the maximum allowable number of terms shall be established after an absence of one year.

Section 11:

Vacancies. Vacancies occurring in any offices shall be filled by a majority vote of the ACPA Board of Directors Officers so elected shall serve only until the next annual election.

Section 12:

Duties of Officers.

a. President. The President shall exercise general supervision over the affairs of ACPA. S/he shall preside over all regular and special meetings of the Board of Directors, the Executive Council, and over general membership meetings. S/he shall recommend all committee chairpersons, and select the newsletter editor with the approval of the Board of Directors. S/he shall represent ACPA and the profession to the public at large.

b. President-Elect. The President-Elect shall assume the duties of the President in the absence of the latter. In the case of resignation or death of the President, the President-Elect automatically shall become President. S/he shall serve exofficto on all standing committees and shall chair the Program and Nominations committees.

c. Past-President. The immediate Past-President shall chair a standing committee and shall assume the duties of the President in the absence of the President and the PresidentElect.

d. Secretary. The Secretary shall record minutes of all Board meetings, and shall prepare the minutes for distribution to Board members. S/he shall be the custodian of all previous years minutes.

e. Treasurer. The Treasurer shall be the custodian of all ACPA funds. S/he shall chair the Finance committee which reviews prepared budgets from all Board of Directors members, makes required adjustments and recommends their passage to the Board of Directors. He or she shall present a statement of ACPA financial status at all Board meetings. After annual audit and Board approval, s/he shall present an annual summary statement of the financial standing of ACPA to the membership.

f. CSPA Observer. The CSPA Observer shall regularly attend the meetings of the CSPA Board of Directors, and represent the interests of ACPA to CSPA. S/he shall toform the ACPA Board of Directors of CSPA actions and facilitate implimentation of CSPA policy in ACPA.

ARTICLE V. COMMITTEES OF THE BOARD

Section 1:

Executive Council. Between meetings of the ACPA Board of Directors, an Executive Council shall conduct the business of the chapter, carrying out Board decisions and implementing Board policy. The Executive Council shall consist of six (6) voting members: the President, President-Elect, Past-President, Secretary, Treasurer and CSPA Observer. The Executive Council shall have at least four members present to carry out business.

Section 2:

Standing Committees. Standing Committee chairs shall be recommended by the President and approved by the Board of Directors. Chairpersons may solicit their own membership. Standing Committees and their duties shall be as follows:

a. The Finance Committee is chaired by the Treasurer and reviews proposed budgets from ACPA officers, the CSPA Observer and standing committee chairs. The committee also examines the feasibility of financial proposals brought before the Board of Directors which involve the spending of general funds over \$250.00.

b. The Membership committee shall receive all applications for participation and shall take action thereon. The committee shall maintain records on each member's participation and dues payment history.

c. The Nominations committee is chaired by the President-Elect and shall develop a slate of candidates for all elected positions of the ACPA Board of Directors, call for nominations and hold an annual election to fill vacant positions.

d. The Professional Development committee shall develop and offer continuing education programs to the professional community.

e. The Professional Issues committee shall educate the membership regarding the ethical and legal responsibilities of psychologists.

f. The Program committee shall be chaired by the President-Elect and shall be responsible for planning the Annual Meeting and for programs at general meetings of ACPA.

Section 3:

Ad Hoc Committees. Ad Hoc Committees shall be established as needed annually and chairpersons shall be recommended by the President and approved by the Board of Directors. Chairpersons may solicit their own membership.

ARTICLE VI. DUES AND ASSESSMENTS

Section 1:

An application fee may be charged all applicants.

Section 2:

The annual dues shall be payable on or before December 1st of each year and shall cover the period from January 1st through December 31st of the following year.

Section 3:

A late payment fee will be assessed on all participants who remit their dues after January 1st.

Section 4:

Dues will be reviewed and recommended annually to the Board of Directors by the Finance Committee. Life members shall pay no dues.

Section 5.

Participants in any category who have not paid their dues and late-payment fee prior to April 1st shall be considered as having resigned and shall be dropped from participation.

Section 6:

Participants in any category who have resigned from participation through non-payment of dues may be reinstated only upon payment of the current year's dues plus a reinstatement fee.

Section 7:

Participants in any category who voluntarily resign from ACPA at a time when their dues are current will be reinstated upon payment of the then current year's dues.

Section 8:

Any Member or Associate who seeks to continue membership in ACPA but because of hardship factors cannot pay the full membership dues may apply to the Membership Committee for special consideration. The Membership Committee shall review credentials and substantiating documents of the applicant and shall recommend to the Board of Directors whether the applicant qualifies for special consideration. If the recommendation is approved by the Board of Directors, ACPA will assess only a minimum membership fee of \$10.00 per year, and the person shall continue in his or her category of participation in ACPA. Special consideration approval shall apply for one year only, and each case must be reevaluated annually.

ARTICLE VII. DISSOLUTION OF CHAPTER

Two-thirds (2/3) of the voting participants of ACPA may petition the CSPA Board of Directors to dissolve ACPA. If ACPA's membership falls below twenty (20) participants, the CSPA Board of Directors has the option of dissolving ACPA.

ARTICLE VIII . AMENDMENT OF BYLAWS

Section 1:

Bylaws may be amended when ratified and the amendments shall have the force of Bylaws. A two-thirds (2/3) majority of the members voting is required for a Bylaw change.

Section 2:

Proposed substantive amendments to the Bylaws shall be presented to the voting participants of ACPA by a majority vote of the ACPA Board of Directors or upon receiving a petition signed by not less than five (5) percent of the voting participants of ACPA. All substantive changes in the Bylaws will be made by mail ballot to the voting participants in writing together with a summary of arguments for and against the amendment.

Note:

- a) A non-substantive Bylaw change is any proposed change which is passed by a vote of the ACPA Board of Directors with no more than two (2) dissenting votes;
- b) Abstention is not considered a vote;
- c) No ACPA Board of Directors vote is valid unless a quorum is present.

Proposed Bylaw amendments must be announced at least two weeks prior to the ACPA Board of Directors meeting at which they will be considered.

Section 3:

Bylaw amendments shall go into effect upon receiving a majority of votes cast. Ballots shall be sent to all voting members of ACPA.