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# **The Redwood Psychological Association**

## **Bylaws**

*Revised September 24, 2011*

Bylaws of The Redwood Psychological Association  
Proposed: September 2011  
Proposed changes in *italics* or ~~strikeout~~

**ARTICLE I. NAME**

This organization shall be known as "The Redwood Psychological Association," a Chapter of the California Psychological Association, hereafter referred to in these Bylaws as "RPA".

**ARTICLE II. PURPOSE**

The purpose of RPA shall be to advance psychology as a science and as a profession, and as a means of promoting human welfare by the encouragement of psychology in all its branches in the broadest and most liberal manner; by the improvement of the qualifications and usefulness of psychologists through high standards of competence, professional ethics, conduct, education, and achievement; by the increase and diffusion of psychological knowledge through meetings, professional contacts, and discussions.

**ARTICLE III. MEMBERSHIP**

**Section 1: Classes of Membership**

RPA shall consist of five classes of membership:

Full Members;

Associate Members;

Affiliate Members;

*Retired/Non-Practicing*;

Honorary Members;

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 Post-secondary 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 Executive Committee.

Note: Membership in RPA is not necessarily to be construed as evidence of qualification or competence to practice psychology.

Note: A person will enter membership on the highest level for which that person is qualified.

**Section 2: Full Membership**

Full Members shall consist of those members who hold: (1) a Doctorate in psychology, or (2) a license as a psychologist (or Licensed Educational Psychologist) in the State of California, or (3) a Diplomate of the American Board of Professional Psychology. Full Members shall have all the rights and privileges of RPA membership including the right to vote and hold office.

### **Section 3: Associate Membership**

Associate Members shall consist of those members who hold a Masters Degree in psychology or equivalent, *or, is a 1<sup>st</sup>-2<sup>nd</sup> year post-doc intern.* Associate members shall have all the rights and privileges of RPA excluding the right to vote, hold office or serve as a chairperson of a committee.

### **Section 4: Affiliate Membership**

Affiliate Members shall consist of several subclasses of individuals or groups with an interest in psychology such as, but not limited to, students of psychology, certified paraprofessionals, high school teachers and members of the general public with an interest in psychology. Affiliate members will have all the rights and privileges of RPA membership except for voting, holding office and serving on committees.

### **Section 5: Retired/Non Practicing Membership**

*Retired/Non Practicing Memberships shall consist of those members who are no longer practicing because of retirement or change of life circumstances, e.g. maternity leave, illness. Retired/Non Practicing Memberships shall have all the rights and privileges of RPA excluding the right to vote, hold office or serve as a chairperson of a committee.*

### **Section 6: Honorary Membership**

Honorary Members shall consist of members designated by the Executive Committee for contributions or assistance to psychology or to RPA. Honorary Members shall have all the rights and privileges of RPA Membership except for voting, holding office and serving on committees.

### **Section 7: Applications for Membership**

All new applicants must submit a written application to the Membership Committee. The Membership Committee shall make an effective review of the professional and ethical adequacy of candidates for membership. The names of the new members will be announced to the Association not less than once per year.

### **Section 8: Ethical Standards**

All Members shall abide by the APA Ethical Principles of Psychologists and Code of Conduct, applicable regulations of the Board of Psychology, Medical Board of California and the Board of Behavioral Science Examiners of the Department of Consumer Affairs of the State of California, and such additional precepts as this Association may have or adopt as part of its Bylaws as appropriate to their degree, license and class of membership.

### **Section 9: Expulsion and Suspension of Members**

Members may be dropped, expelled or suspended from RPA for nonpayment of dues or for conduct which the Executive Committee shall deem inimical to the best interests of the association, including, without limitation, unethical or unprofessional conduct and flagrant violation of any provision of these Bylaws

or failure to satisfy membership qualifications. The Executive Committee shall give the member who is the subject of the proposed action 30 days prior notice of the proposed expulsion or suspension and the reasons therefore. The member may submit a written statement to the Executive Committee regarding the proposed action within 30 days of receipt of notice. The Executive Committee shall review any such statement submitted and shall determine the mitigating effect, if any, of the information contained therein on the proposed expulsion or suspension. The Executive Committee shall respond in writing within 30 days of receipt of the member's response, if any. A suspended member shall not be entitled to exercise any voting rights.

Any psychologist who is a member of RPA and whose license is revoked, without a stay, by the Board of Psychology, or who surrenders the psychology license during a California Medical Board investigation, or who is dropped from membership of APA or CPA due to the recommendation of an ethics committee, shall be automatically be dropped from membership.

### **Section 10: Resignation**

A member may resign from membership at any time by submitting written notice to the Membership Committee.

## **ARTICLE IV. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall be parliamentary authority of the Association and shall govern in all cases in which they are necessary and applicable, and in which they are not inconsistent with the bylaws or special rules of order of the Association.

## **ARTICLE V. EXECUTIVE COMMITTEE and OFFICERS**

### **Section 1: Members and Powers**

The Executive Committee shall consist of the elected Officers and the Chapter Representative to the California Psychological Association.

Subject to the limitations of the Articles of these Bylaws, the activities, finances and affairs of the association shall be conducted by or under the direction of the Executive Committee.

### **Section 2: Officers**

The Officers of the association shall consist of: President; Vice President; Secretary; Treasurer; and Past-President for one year immediately past:

Election of Officers shall be conducted annually by mail ballot *or e-mail ballot* circulated to all Full Members ~~and Associate Members~~. Voters shall mark only their first preference for each office. Candidates with the highest number of votes shall be declared winners.

All officers shall serve for terms of one year, or until their successors are elected.

Any Officer may resign at any time by giving written notice to the association. ~~Vacancies occurring among the officers shall be filled by simple majority vote of the Association.~~

### **Section 3: Chapter Representative**

The Executive Committee, in addition to Officers, shall consist of one Chapter Representative to the California Psychological Association *Board of Directors*. The Chapter Representative to CPA shall be elected by the membership for a three-year term. ~~as specified by CPA and if that individual resigns before he or she has served the full three years, another individual shall be elected to serve the remainder of that term.~~ *A member may serve as Chapter Representative for two consecutive terms and will be eligible to serve in that position again after a one-year absence.*

### **Section 4: Limits of Consecutive Terms**

Officers shall serve in the same titled position for no more than two consecutive terms *unless replacements cannot be found*. 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 will be established after an absence of one year.

### **Section 5: Resignation of Members of Executive Committee**

*If an officer or CPA Chapter Representative resigns during his or her term the Executive committee shall either appoint a member to finish that term or leave that position unfilled until the next scheduled election of officers.*

### **Section 6: Duties of Officers**

#### **President.**

The President shall exercise general supervision over the affairs of the association. He or she shall preside at all meetings of the members of the Executive Committee, and shall serve ex-officio on all standing committees. It is the responsibility of the President to select and appoint committee chairs. She or he shall represent the Association to the community-at-large and various professional organizations.

#### **Vice President.**

The Vice President shall assume the duties of the President in the absence of the latter. The Vice President shall exercise responsibility for implementation of Association programs, subject to the approval of the Executive Committee.

#### **Secretary**

The Secretary shall keep a written record of general meetings of members and of the Executive Committee, and shall be the custodian of all association records except those of the Ethics Committee. The Secretary shall be responsible for communications of the Association including the publication of the Association

Newsletter.

**Treasurer.**

The Treasurer shall be custodian of all association funds. The Treasurer shall be responsible for managing the financial affairs of the association, disbursement of funds, recording transactions, and reporting to the Executive Committee as requested.

**Immediate Past-President.**

The Immediate Past-President shall serve as Chair of the Elections Committee. The immediate Past-President shall assume the duties of the President in the absence of the President and Vice President. The Immediate Past-President shall serve as a member of the Executive Committee and provide continuity and advice to the other Officers.

**Section 7: Duties of Chapter Representative to CPA Board of Directors**

Chapter Representative shall have the following duties:

- To represent on the CPA Board of Directors the interests of his or her Chapter;
- To facilitate the conduct of CPA affairs within his or her Chapter;
- To recommend members from his or her Chapter for appointment to committees.

**ARTICLE VI. COMMITTEES**

**Section 1: Standing Committees (Membership, Elections, Ethics, Governmental Affairs; ~~Information and Referral~~; Continuing Education)**

Standing Committee Chairs shall be appointed annually by the President, with the approval of the Executive Committee, with the exception of those Standing Committee Chairs specified by the Bylaws. Such Committees shall, if possible, be composed of members representing varied geographical areas and professional interests. Standing Committee reports and any action suggested for RPA shall go to the Executive Committee for their approval and direction.

**Section 2: Duties of Standing Committees**

Standing Committees and their duties shall be as follows:

The Membership Committee shall: be composed of, at minimum, the RPA Secretary who serves as the committee chair initiate and monitor recruitment and retention of members; and review all applications for membership and take action thereon.

The Elections Committee shall be composed of, at minimum, the current Past-President who shall serve as chair of the committee. The Committee shall be responsible for obtaining nominations and selecting a slate of candidates for RPA offices. The committee shall collect and count ballots and report the results to the Executive Committee for confirmation.

The Ethics Committee, in accordance with the rules and procedures approved by the Executive Committee, may inform complainants about the possibility of filing complaints with the Board of Psychology, the Medical Board of California, the Board of Behavioral Science Examiners, and the Ethics Committee of the APA or the CPA as appropriate. Additionally, the Committee may provide a general educative function in matters of ethics and professional conduct.

The Governmental Affairs Committee shall be responsible for investigation of, and recommendations concerning, actual or proposed state or local legislation, regulation, or other governmental policy affecting the science and profession of psychology.

~~The Information and Referral committee shall be responsible for the ongoing supervision of the RPA information and referral service. The committee shall be responsible for developing policies and procedures, with the approval of the Executive committee; keeping records of inquiries and referrals; credentialing panel members; and other activities related to maintaining the service.~~

The Continuing Education committee shall be chaired by the Vice-President of the RPA and shall be responsible for planning and implementing RPA programs. Duties shall include compliance with the policies and procedures established by the California Psychological Association Accrediting Agency when programs are offered which qualify for Mandatory Continuing Education for Psychologists.

### **Section 3: Special Committees and Liaison Appointments**

Special (select or ad hoc) committees and task forces are appointed by the Executive Committee or the President of RPA to carry out a specified task. Their reports and recommendations shall go to the Executive Committee for approval and action. Liaison appointments are made by the President and approved by the Executive Committee.

### **Section 4: Guidelines for all Committees**

Serving as committee chair or committee member entails commitment and responsibility. All committee members are expected to follow the APA Ethical Principles of Psychologists and Code of Conduct and CPA rules and guidelines. A record of actions taken or votes shall be recorded at each meeting and shall be available to the Executive Committee.

Committee members or chairs do not speak for RPA unless they have been authorized to do so by the Executive Committee.

Committee members or chairs may not authorize expenditures without prior approval of the Executive Committee.

### **Section 5: Annual Committee Reports**

All committees shall prepare a Committee

Report, and shall submit it to the Executive Committee for ratification on an annual basis. The report shall include but not be limited to:

- Names of Committee members.
- Rules and Procedures.
- Renewal of Committee membership.
- Statement of Goals and Programs.
- Annual Budget.

## **ARTICLE VII. MEETINGS OF MEMBERS**

### **Section 1: Place of Meetings**

RPA meetings shall occur at times and places designated by the Executive Committee.

## **ARTICLE VIII. ANNUAL DUES**

### **Section 1: Annual Dues**

Annual dues will be charged all applicants and shall be payable upon admission to membership in RPA.

### **Section 2: Payment Period**

The annual dues shall be payable on or before *the due date* and shall cover the period from January 1st through December 31st.

### **Section 3: Late Fee**

A late payment fee will be assessed on all *current* members who remit their dues *more than one month after the due date for that membership year*.

### **Section 4: Review**

~~Dues will be reviewed and recommended annually to the Executive Committee by the Treasurer.~~ Dues and late fees of all categories of membership will be determined by the Executive Committee.

### **Section 5: Resignation**

Members in any class who have not paid their dues and late payment fee prior to *one month after the due date* will be considered as having resigned from membership. ~~subject to the procedures listed for termination of membership in Article IV., Section 11.~~

### **Section 6: Reinstatement**

Members in any class who have resigned from membership through nonpayment of dues may be reinstated only upon payment of the current year's dues *and any late fees owed*.

### **Section 7: Good Standing**

Members in any class who resign from the Association at a time when they are in good standing may be reinstated upon payment of the current year's dues.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

**Section 1: Amendments**

These Bylaws may be amended only by approval of the members.

**Section 2: Amendment Proposals**

Proposed amendments to the bylaws shall be presented to the voting members of RPA by approval of the Executive Committee or upon receiving a petition signed by not less than 5% of the voting members of RPA.

**Section 3: Approval of the Members**

For purposes of this Article IX only, "approval of the members" requires a two thirds plurality of the members who vote. Voting shall be conducted by mail ballot *or email ballot* circulated.

**Section 4: Approval of the Executive Committee**

For purposes of this Article IX only, "approval of the Executive Committee" requires a majority vote of the Executive Committee. Abstention is not considered a vote.