

SACRAMENTO VALLEY PSYCHOLOGICAL ASSOCIATION
A Chapter of the California Psychological Association
Post Office Box 661843
Sacramento, Ca 95866

Sacramento Valley Psychological Association Bylaws
(As amended by membership vote, November 30, 1988)

ARTICLE I. Name

This organization shall be known as The Sacramento Valley Psychological Association, and shall be referred to hereafter in these bylaws as SVPA.

ARTICLE II. Purpose

The purpose of SVPA shall be to advance the science and profession of psychology in the Sacramento Valley in the broadest and most liberal manner for the betterment of the communities therein. In addition, it shall provide opportunity for the exchange of ideas and information among members of the profession and promote the improvement of qualifications of psychologists through high standards of education, achievement, professional ethics and conduct, and the application of research findings. It shall also promote the public understanding of the functions or psychologists by the increase and diffusion of psychological knowledge through meetings, professional contacts, reports, papers, discussion, and publications.

ARTICLE III. Membership

Section 1: Membership Levels. There shall be five (5) types of participants in the activities of the organization, to wit: (1) Member; (2) Associate; (3) Affiliate; (4) Honorary; (5) Life.

Section 2: Members shall have the right to vote, to hold office, or to chair a standing committee. Members shall consist of those persons who hold one of the following:

- a. A Doctorate in Psychology, or its equivalent, from an institution accredited by the Western Association of Schools and Colleges or an equivalent accrediting institution.
- b. A license as a psychologist in the state of California.
- c. A diploma from the American Board of Professional Psychologists.

Section 3: Associates shall consist of those persons who hold a Masters Degree in psychology or its equivalent. Associates shall have the right to vote but not to hold office on the Board of Directors or to chair a standing committee.

Section 4: Affiliates shall consist of several subcategories of individuals or groups with an interest in psychology, such as, but not limited to: students of psychology (upper division or

graduate) or certified paraprofessionals. This category shall be entitled to all rights and privileges of SVPA, except for voting, holding office, or chairing a standing committee.

Section 5: Honorary participants shall consist of persons of other professions or disciplines designated by Divisions, or by the Board of Directors, for distinguished contribution or honorary status in psychology. Honorary participants shall have all privileges of Members, except for voting, holding office, serving on the Board of Directors, or chairing a standing committee.

Section 6: Life participants shall consist of members who have retired from active practice as psychologists and who were in good standing (dues current) in SVPA for at least five (5) consecutive years prior to their retirement. They shall retain the same privileges they had as members.

Section 7: Application for Membership. All applicants must submit a written application to the Membership Committee, who shall review the professional and ethical standing of each candidate. If requested by the Membership Committee, it shall be the responsibility of the candidate to furnish signed endorsements from two members or associates of SVPA.

- a. Application for membership must be at the highest level for which the person is qualified as determined by the Membership Committee.
- b. The names of the new members shall be added to the list of members to be mailed to all membership participants once a year.

Section 8: Removal from Membership shall be based on:

- a. Members in any category who have not paid dues and late fees six (6) months past the initial due date shall be considered as having resigned and will be dropped from membership.
- b. Members in any category who have resigned from participation through nonpayment of dues may be reinstated only upon payment of the current year's dues plus a reinstatement fee as determined by the Board of Directors.
- c. Recommendation of the Committee on Professional Ethics and Conduct and a decision by two-thirds vote of the Board of Directors in Executive Session.

ARTICLE IV. Dues

The Board of Directors shall set dues, dues policies, late fees and reinstatement fees for SVPA members in all categories of membership.

ARTICLE V. Officers and Their Duties

Section 1: Officers of SVPA shall consist of:

- a. One (1) President.
- b. One (1) President-elect.
- c. One (1) Past President.

- d. One (1) Secretary.
- e. One (1) Treasurer.

No member can hold more than one office at a time.

Section 2: The President shall exercise leadership and general supervision over the affairs of SVPA. This person shall preside at all meetings of the Board of Directors, shall serve ex officio with vote on all standing and special committees, except the Nominating Committee, and shall perform other such duties as may be required by the Board.

Section 3: The President-elect shall assume the duties of the President in the President's absence, shall serve ex officio on all standing and special committees at the request of the President, except the Nominating Committee, shall serve as Parliamentarian and as Chairperson of the Program Committee, shall be responsible for arranging the meetings and programs held by SVPA, and shall perform other such duties as may be required by the Board.

Section 4. The Past President shall serve as Chair of the Nominating Committee, shall assume the duties of the President in the absence of the President and the President-elect, and shall perform other such duties as may be required by the Board.

Section 5: The Secretary shall record the minutes of all Board meetings, distribute updated copies of the Bylaws and Standing Rules adopted at the Annual Meeting as directed by the Board of Directors, prepare SVPA correspondence as directed by the President, and maintain essential files of all correspondence and minutes, except those of the Ethics and Professional Conduct Committee. At the expiration of each term these SVPA records shall be transferred to the Historian. The Secretary shall also perform other such duties as may be required by the Board.

Section 6: Treasurer shall be custodian of all SVPA funds and shall present regular reports to the Board of Directors. The Treasurer and President, and at least one other Officer, shall have signature power on all accounts. After audit or financial review and approval by the Board of Directors, the Treasurer shall annually present to all members written statement of SVPA's financial standing, including income and expenditures during the past calendar year. The statement shall be printed in the Newsletter by April of each year.

ARTICLE VI. Board of Directors

Section 1: Powers. The business and affairs of SVPA shall be controlled by a Board of Directors functioning under SVPA bylaws, as well as under the bylaws of the CSPA and the laws of the state of California. The powers of the Board of Directors expressly include the power to expend funds from the SVPA treasury.

Section 2: Membership. The Board of Directors shall consist of:

- a. Officers, as listed in Article V.
- b. Six (6) Directors, elected in the manner and for the terms set forth in Article VII, one of whom shall serve as Chapter representative to the California Psychological

- Association during the three-year term. The selection of the CPA representative from amongst the Board of Directors shall be made by a majority vote of the entire Board.
- c. Three (3) Division officers: President, Past President and President-elect.

Section 3: Vacancies. All vacancies occurring on the Board of Directors shall be filled by a majority vote of the Directors. Officers selected shall serve only until the next annual election. Directors selected shall serve only until the next annual election, at which time a nominee will be elected to complete the remaining year(s) of the three-year term left vacant.

Section 4: Resignation. Any Officer or Director who has accumulated two (2) consecutive, unexcused absences from meetings of the Board of Directors may be considered as having resigned from the Board and the Board shall at its discretion, declare the position vacant. Unexcused absence shall be defined as failure to notify the President, or another Officer, of the inability to attend a meeting.

ARTICLE VII. Election of Officers and Directors

Section 1: Terms of Office. Officers shall serve one-year terms beginning January 1st and ending December 31st of the same year.

- a. The President shall have just completed the term of President-elect and shall serve as President for one (1) year.
- b. The President-elect shall be elected for a one-year term, and shall automatically succeed to the Presidency upon expiration of the term.
- c. The Past President shall be the most recently retired President, and shall serve as Past President for one (1) year.
- d. Two Directors shall be elected for three-year terms at each Annual Business Meeting. Elections of the six (6) Directors shall be staggered over a three-year period with two (2) Directors elected each year.

Section 2: Consecutive Terms.

- a. Officers. No officer shall serve more than two (2) consecutive terms in the same office, with the exception of the President-elect, who will become President and the Treasurer, who may serve no more than five (5) consecutive terms. Any Officer who serves a one-half (1/2) term or less may be elected to the same office for two (2) full terms.
- b. Directors elected for a full three-year term shall not serve more than two such terms, but shall be eligible for election as an officer in SVPA.

ARTICLE VIII: Nomination and Election Procedures

Section 1: Nominations. By September 1st of each year the membership shall be asked to submit in writing the names of candidates for offices to be filled. These nominations must be received by the Chairperson of the Nominating Committee no later than September 30th. The Nominating

Committee shall have the prerogative to add names so there is a minimum of two (2) nominees for each vacant office.

Section 2: Elections.

- a. The Secretary shall send the ballots by mail to the voting membership by October 5th.
- b. Ballots must be returned to the Secretary, postmarked no later than November 1st.
- c. The ballots shall be counted by the Secretary and one Board member together, and the results shall be reported to the President within one (1) week.
- d. Election results must be reported at the next Annual Business Meeting and in writing in the next Newsletter.

ARTICLE IX. Meetings

Section 1: Open Meetings. SVPA shall have at least four (4) open meetings per calendar year; dates, times, and places shall be specified by the Board of Directors. A schedule of all open meetings shall be published in the first Newsletter of the calendar year. The membership shall be notified of all special meetings at least thirty (30) days in advance.

Section 2: Board or Directors Meeting.

- a. The Board of Directors shall meet at least six (6) times per year, dates, times and places shall be specified by the Board. Such meetings shall be open to the membership.
- b. The Secretary shall send a list of the dates, times, and places of Board meetings to the Newsletter Editor for publication at the beginning of the calendar year, and shall further notify all Board members of the date, time, and place of each upcoming Board meeting, in writing in advance of the meeting.
- c. Special meetings (not substitutes for regular meetings) of the Board may be called for any purpose at any time by the President or any two Directors.

Section 3: Annual Meeting. In November of each year, a meeting shall be held and designated as the Annual Business Meeting.

Section 4: Quorums.

- a. Membership Quorum. A quorum of the membership shall consist of twenty-five percent (25%) of the voting members of SVPA.
- b. Board Quorum. A quorum at meetings of the Board of Directors shall consist of fifty percent (50%) of the Directors.

ARTICLE X. Committees

Section 1: Standing Committees. The chair of each Standing Committee shall be appointed by the President unless otherwise specified. The committee chair shall be responsible for recruiting committee members. The chair serves at the pleasure of the President. The Standing Committees and their duties shall be as follows:

- a. The Newsletter Committee shall be responsible for the preparation and mailing of all SVPA Newsletters, announcements, and mailings to members and others on SVPA mailing lists.
- b. The Program Committee shall be responsible for the preparation of all programs, announce program corrections, and consult with the Board of Directors on plans for the coming year.
- c. The Membership Committee shall receive all applications for membership, send notices for dues, collect dues, turn dues over to the Treasurer, and maintain accurate records of membership status.
- d. The Legislation Committee shall be responsible for investigation of and recommendation concerning actual or proposed federal, state, or local legislation affecting the science and profession of psychology.
- e. The Public Relations Committee shall encourage the Association's participation in community service, assist in formulating plans for special events, and supply information to the local media as necessary. This committee shall coordinate with other committees for appropriate news releases.
- f. The Ethics Committee shall hear and investigate all complaints concerning professional conduct. The current Code of Ethics of the American Psychological Association (APA) shall be the ethical code of the SVPA, as well as any future documents describing ethical standards that the SVPA Board of Directors shall adopt. This Committee shall, in principal, follow the procedures adopted by the Committee on Scientific and Professional Ethics and Conduct of the APA, December 1972, and as amended.

Ethics Committee nominees shall be confirmed by the Board of Directors.

Section 2: Ad Hoc Committees. There shall be Ad Hoc Committees as the President of the Board of Directors shall designate.

ARTICLE XI. Division Structure

Section 1: Establishment Regulations. Participants by reason of common problems, common goals, and/or common interests may organize themselves into Divisions of SVPA. Divisions may be established with the approval of the SVPA Board of Directors provided:

- a. They represent an active and unitary interest or a group of members of SVPA.
- b. Their objectives are consistent with the purposes of SVPA as specified in Article II.
- c. The establishment of the Division does not conflict with the purposes and welfare of SVPA or of any Division within SVPA already established.
- d. A minimum of ten (10) SVPA members in good standing petition for it as charter members of the proposed division.

Section 2: Name. A division may use a name approved by the SVPA Board of Directors provided it is appended by the phrase, "A Division of The Sacramento Valley Psychological Association."

Section 3: Officers. Divisions may elect their own officers.

Section 4: Representation.

- a. Divisions shall be represented on the SVPA Board of Directors by the Division President, Past President, and President-elect.
- b. To maintain its voting privilege on the SVPA Board of Directors, Divisions shall have a duly elected Board which shall meet at least four (4) times per year at regularly set intervals with a minimum of one membership meeting per year.

Section 5: Membership. All Division members are required to be members of SVPA in current good standing.

- a. Divisions may establish such classes of membership within each Division as deemed appropriate by that Division.
- b. A member of SVPA may apply for membership in one or more Divisions subject to the membership requirements established by each respective Division.
- c. Divisions may set their own standards of membership.

Section 6: Records and Reports.

- a. A Division shall keep records of its official meetings, which shall be available for review by the SVPA Board.
- b. A Division shall prepare and submit an annual report of expenditures and income to the SVPA Board of Directors.
- c. A Division has the right to set dues structure, collect dues, and maintain a separate treasury.

Section 7: Autonomy. A Division shall be autonomous in all matters within its purview, provided its organization, procedures and actions are consistent with the bylaws of SVPA.