

# **ASSOCIATION OF PSYCHOLOGISTS IN ACADEMIC HEALTH CENTERS**

## **BYLAWS OF THE ASSOCIATION**

*Adopted September, 2005*

### **ARTICLE I**

#### **Name**

The name of the Association shall be Association of Psychologists in Academic Health Centers, a section of the Society of Clinical Psychology (Division 12) of the American Psychological Association, hereinafter referred to as the Association.

### **ARTICLE II**

#### **Purpose**

The purpose of the Association is to promote the discipline and profession of psychology in academic health centers and to encourage and support psychologists' participation in institutional governance, research, educational programs, administration, leadership, and policy development.

The Association's mission is to strengthen the role of psychology and behavioral science in health care research, clinical care, and the education of medical students, graduate students, pre and post doctoral psychology fellows, intern and resident physicians, and other health professionals. By fostering active leadership roles for psychologists in all facets of training, clinical practice, research, and administration in academic health centers, the Association seeks to promote the equal and collegial role of psychologists with other health care professionals. The Association articulates the concerns, values, and priorities of academic health center psychologists through:

- linkages to other psychologists and psychology organizations;

- linkages to academic leaders in other health care disciplines, especially through the Association's membership as an academic society in the Council of Academic Societies (CAS) of the Association of American Medical Colleges (AAMC); and
- liaison to or membership in other professional organizations dealing with education, training, certification, and credentialing.

The Association fosters the inclusion of strong psychological and behavioral science programs within the practice of medicine and health care, the recognition of psychology as a health care profession, and the infusion of psychological knowledge and expertise into research, treatment, prevention, health promotion, and teaching programs in academic health centers that benefit patients, health care trainees, and the general public. These objectives will be pursued to address the unique problems, opportunities, educational issues, research issues, and clinical practice issues confronted by psychologists in all academic health centers.

### **ARTICLE III** **Membership**

Section 1. There shall be two categories of membership:

- (1.1) Member: Psychologists who are faculty and/or staff members in academic health centers or psychologists who though not currently faculty and/or staff in academic health centers still endorse and support the purpose and mission of the Association by virtue of their research, teaching, supervision, clinical roles, and/or their previous faculty and/or appointment in an academic health center, and/or their previous role as Student Affiliates.

(1.2) Student Affiliate: Students enrolled in a graduate or post doctoral program in psychology are eligible for membership

Section 2. The Membership Committee shall rule on all qualifications for membership.

Section 3. Membership shall be forfeited in the event of two years nonpayment of dues.

#### **ARTICLE IV** **Officers and Board of Directors**

Section 1. The Officers of the Association shall consist of a President, President- Elect, Past- President, a Secretary, a Treasurer, a Representative to the Society of Clinical Psychology, and two Members-at-Large. These officers constitute the Board of Directors for the Association. All officers shall be members of the Association. Terms of office for the President, President- Elect, and Past President are for two-years. All other officers shall serve for three-year terms of office or until their successors are duly elected and installed or appointed by a vote of the Board of Directors of the Association to fill the balance of an unexpired term. Officers in the Presidential track may not serve consecutive terms in the 6-year cycle of that track and other officers of the Association may serve no more than two consecutive, three-year terms in same office.

Section 2. The Presidential track is a 6-year commitment, i.e., the individual elected President-Elect first serves for 2 years in that office, then for 2 years as President, and finally for 2 years as Past-President. The President-Elect takes office January 1 of the year following the year in which he/she was elected. Two year later, on January 1, the individual who was President-Elect assumes the office of President. On that same date, the individual who had been serving as President assumes the office of Past-President which he/she holds for 2 years and at the end of which

he/she has completed the 6-years cycle of the Presidential track. An individual who has been elected to the Presidential track may not serve consecutive terms in that track.

(2.1) The President shall have served as President-Elect in the immediate preceding two years or shall have been elected to fill the vacant office of the President-Elect. The President shall preside at all meetings of the Association and shall carry out those duties that are ordinarily preformed by an organizational chief executive. The President shall carry out such other duties as may be assigned to him/her from time to time by the Board of Directors.

(2.2) Following his/her term as President, the individual who had been serving as President assumes the office of the Past-President for a two-year term. The Past-President shall serve as presiding officer of the Association in the absence of the President or President-Elect and shall perform such other duties as may be assigned to him/her by the President or the Board of Directors.

Section 3. The President-Elect shall have been elected by the membership two years prior to the year in which he/she shall take office as President. The President-Elect shall serve as the presiding officer of the Association in the absence of the President and shall perform such other duties as are required of him/her by the President or the Board of Directors.

(3.1) In the event that the President shall not be able to serve a full term

for any reason, the President-Elect shall succeed to the Presidency immediately and shall serve as President during the unexpired term of the President as well as the term for which he/she was elected.

(3.2) In the event that neither the President nor the President-Elect is able to serve, the Association's Board of Directors shall designate an interim President. The positions of both the President and President-Elect shall then appear on the next election ballot.

Section 4. The Secretary shall be elected by the membership. The Secretary shall keep the minutes and records of all meetings of the Association, shall publish all decisions of the Association's Board of Directors, shall prepare and mail nominating ballots, shall inform new officers of their election, and shall maintain the bylaws of the Association.

Section 5. The Treasurer shall be elected by the membership. The Treasurer shall prepare an annual budget that shall be submitted for approval to the Association's Board of Directors. The Treasurer shall also bill and collect dues, disperse funds in the accordance with the Association's approved budget, keep records and receipts of incomes and disbursements and arrange an audit of the financial records of the Association when necessary. The Treasurer is responsible for working with the staff of the Society of Clinical Psychology to ensure that all tax forms and reports are completed accurately and on time.

- Section 6. The representative to the Society of Clinical Psychology shall be elected by the membership and shall be a member of the Society of Clinical Psychology (Division 12). The representative to Division 12 shall be a voting member of the Board of Directors of the Association and shall attend all executive and business meetings of the Society of Clinical Psychology (Division 12), communicating the status of the Association to the Division and involving the Division in promoting the Association.
- Section 7. The Members-at-Large shall be elected by the membership. Two members-at-large shall serve on the Board of Directors. Each shall perform duties as required of him/her by the President or the Board of Directors.
- Section 8. In the event that either the Secretary, the Treasurer, a Member-at-Large, or the Representative to the Society of Clinical Psychology cannot complete their terms, the President, with the approval of the Board of Directors, shall appointment a successor to complete the unexpired term. The appointee to fill an unexpired term of a Representative to the Society of Clinical Psychology must be a member of the Association and Division 12.

**ARTICLE V**  
**Elections**

- Section 1. There are three different election cycles. The Treasurer and one Member-at-Large (Group A) are the slate of officer selected in Election Cycle A. The Secretary, Division 12 Representative, and other Member-at-Large (Group B) are the slate of officers elected in Election Cycle B. The third election cycle is the 6-year

Presidential Track in which the President- Elect first serves for 2 years in that office, then for 2 years as President, and finally for 2 years as Past President.

Section 2. In November in the year preceding election, the Secretary shall mail to the members a Call for Nominations for new officers to fill the seats on the Association's Board of Directors. Nominations shall be by letter or e-mail letter stating the nominee's qualifications for office and confirming the nominee's willingness to serve if elected. A copy of the nominee's curriculum vitae shall accompany the nominating letter. Nominations shall close six weeks subsequent to the Call. In January of the year following the Call for Nominations, the Board of Directors shall prepare a slate of nominees and mail election ballots to the membership. The slate of nominees shall consist of no fewer than two, but no more than four, individuals for each office/position from all individuals receiving nominations in descending order of the number of nominations received. In cases of ties, order will be alphabetical. The ballots will be mailed to the membership on or about April 15th. Election will be by a plurality of votes cast and received. Election results will be announced at the annual meeting, and new officers will begin their term of office on January 1 of the year following election.

## **ARTICLE VI** **Meetings**

Section 1. The membership of the Association shall meet annually [in conjunction with the convention of the American Psychological Association.]

Section 2. The Association's Board of Directors shall meet annually, but the President of the Association may call additional meetings of the Board of Directors when necessary. Board meetings may be held by votes taken either in face-to-face meetings, or via electronic media, including telephone conference calls and e-mail discussion. Between business meetings of the Association, the Association's Board of Directors shall serve as the legislative body of the Association and is empowered to act for the Association.

Section 3. Five percent of the general membership shall constitute a quorum for the general membership meeting. Three members of the Board of Directors shall constitute a quorum for the Board of Directors meetings. Only elected member of the Board of Directors shall have a vote during Board of Directors meetings.

Section 4. All meetings shall be conducted according to Keesey's Modern Parliamentary Procedure except where it is in conflict with these bylaws.

#### **ARTICLE VII** **Committees and Task Forces**

Section 1. The President, with the advice of the Board of Directors, may appoint such committees, task forces, or liaison representatives to other organizations as are necessary to deal with specific items of business or concerns to the Association.

Section 2. An Advisory Committee consisting of no more than three members may be appointed by the President with Board approval. The Advisory Committee

members serve during the term of office of the President who appointed them to the Advisory Committee. No person shall serve more than two consecutive two-year terms on the Advisory Committee. Members of the Advisory Committee may participate in Board deliberations at the invitation of the President and Board of Directors, but they shall not vote.

Section 3. A Membership Committee shall have a Chair appointed by the President with Board approval. The Chair of the Membership Committee shall recruit members of the committee. The Chair of the Membership Committee maybe an officer of the Association. The Chair shall determine the number of members of the committee he/she requires to recruit and retain members of the Association, rule on qualifications of those applying for membership in the Association, or to engage in activities that promote the growth of membership in the Association.

Section 4. An Awards Committee shall have a Chair appointed by the President with Board approval. The Chair of the Awards Committee may be an officer of the Association. The Chair shall recruit at least an additional two Awards Committee members to solicit nominations and chose winners of annual awards given by the Association. A majority vote of the members of the Awards Committee determines the award winners. The Board of Directors will determine the type and number of awards that are given annually by the Association.

Section 5. Liaisons to the CAS (AAMC) will be appointed by the President with Board approval. There shall be at least one designated liaison to CAS who will attend

business meetings of the CAS, promote the Association within the CAS, and serve as an official representative of the Association to CAS and/or speak on vote on behalf of the Association in the CAS. If the Liaison is an officer of the Association he or she may vote on matters in the Board of Directors meetings, otherwise the CAS Liaison(s) will participate in Board deliberations but they shall not vote.

### **ARTICLE VIII** **Voting**

If a vote is taken on any matter at a meeting or by mail ballot, except as otherwise provided herein, the matter shall be acted upon affirmatively on a favorable vote of a majority of the members present or voting by mail. Each member shall be entitled to one vote. Student affiliates may not vote or hold office in the Association.

### **ARTICLE IX** **Annual Dues**

- Section 1. These bylaws may be amended only by the affirmative vote of two-thirds of those members voting in a mail ballot.
- Section 2. Bylaw amendments may be proposed by the Association's Board of Directors or by a written petition signed by not less than 15% of the Association's membership.
- Section 3. The Secretary shall mail proposed amendments to the membership. To be counted, returned amendment ballots must be received by the Secretary within 30 days from the original date of mailing.

Section 4. Approved amendments become effective when the Secretary's report on the ballot is accepted by the Association's Board of Directors.

**Bylaws adopted September, 2005 (previous revisions: November 1995, August 1999, March 2003, January 2005)**