

THE SAN FRANCISCO PSYCHOLOGICAL ASSOCIATION CONSTITUTION AND BYLAWS

I. Name and Organizational Status

- A.** The name of this organization shall be The San Francisco Psychological Association.
- B.** It shall operate as a chapter of the California Psychological Association.

II. Purpose

The purposes of The San Francisco Psychological Association shall be to:

- A.** Promote human welfare in general and in our community in particular through the diffusion and utilization of psychological knowledge in society.
- B.** Increase public understanding of psychology as a science of human behavior and as a profession.
- C.** Promote and maintain high standards of professional ethics, conduct, education, training, and achievement by psychologists.
- D.** Encourage by all appropriate means the discussion and interchange of concepts and ideas in the field of psychology.
- E.** Cooperate with other professional and lay organizations in achieving mutual objectives.
- F.** Promote and support the efforts of psychologists to develop and maintain a high level of professional practice and economic viability.

III. Membership

- A.** There shall be three classes of membership: Members, Associates, and Students.

- 1. Members shall be primarily engaged in the advancement of psychology as a science and/or as a profession or who, prior to retirement, were primarily so engaged. Members must either:

- a) hold a doctorate in psychology

- OR

- b) licensed as a psychologist in California

- 2. Associates shall be persons who are actively licensed for mental health practice in California, and are primarily engaged in such practice or employment, but not licensed in California as psychologists. Examples of such persons are those licensed and practicing as MFTs or LCSWs. Except for the position of Associate-at Large, Associates may not vote or hold office in The San Francisco Psychological Association.

- 3. Student Members shall be persons who are actively enrolled in a regionally-accredited graduate program in psychology or other doctoral program leading to eligibility for California Psychology licensure. Student Members are automatically members of the San Francisco Psychological Association of

Graduate Students (SFPAGS). Student Members do not vote in the San Francisco Psychological Association except to select the student representative to the SFPA Board of Directors, who is ordinarily the Chair of SFPAGS.

- B.** Persons who are already Members or Associates of the American Psychological Association are eligible for membership in the corresponding class of The San Francisco Psychological Association, even though they may not otherwise meet all the requirements for that class of membership in The San Francisco Psychological Association.
- C.** Requirements for election as Member or Associate may be waived by the Board of Directors for persons of great distinction in fields other than psychology, or for persons in the field of psychology who may not formally meet the educational requirements.
- D.** Persons applying for Membership must do so at the highest level at which they are eligible.
- E.** All applicants for Membership will have their applications reviewed and processed by the Membership Chair. Any questions about whether an applicant meets the appropriate criteria for membership will be decided jointly by the Membership Chair and the President or, at their discretion, by the Board of Directors.
- F.** A person may be removed from Membership for conduct which is unethical or which tends to injure the Association, affect its reputation adversely, or which is contrary to or destructive of the Association's objectives.

IV. Dues and Subscriptions

- A.** The basic Association dues to be paid annually by Members, Associates, and Student Members shall be determined by the Board of Directors and shall include a subscription to *The San Francisco Psychologist* and to other publications as may be determined by the Board of Directors.
- B.** Annual dues are applicable to the calendar year, beginning January 1 and continuing through December 31. Other schedules may be designated by the Board of Directors. Nonpayment of dues shall constitute resignation from the Association. In such cases, reinstatement is contingent upon again fulfilling all current Membership requirements as set forth in the constitution.
- C.** Subscription rates to *The San Francisco Psychologist* for persons not belonging to the Association shall be determined by the Board of Directors.

V. The Executive Committee

The Executive Committee of the Association shall be a President, a President-Elect, an immediate Past President, a Secretary, and a Treasurer. The Executive Committee may make emergency decisions on behalf of the Board of Directors, subject to later ratification by the Board. In order for the Executive Committee to conduct business, whether in person or by telephone, at least three members must be present. If votes of the Executive Committee are taken by email, all members of the Executive Committee must vote in order for the vote to be valid.

- A.** The President shall preside at all meetings of the Association and of the Executive Board and shall coordinate all activities of the organization toward implementation of its purposes. The President shall be an ex-officio member of every committee.
- B.** The President-Elect shall act in place of the President when the President is unavailable and shall serve as Co-Chair of the Program Committee. The President-Elect shall become President if the President is unable to continue in office.

- C. The immediate Past President monitors performance of the Association's paid employees, supervises recruitment, reports and makes recommendations to the Board of Directors regarding duties, performance, salary and dismissal.
- D. The Secretary shall keep the minutes of the Association and of the Board of Directors, maintain an up-to-date list of Members, and issue all notices of meetings.
- E. The Treasurer shall collect all funds of the Association, deposit these funds in the Association's name in a bank designated by the Board of Directors, maintain adequate records of all financial transactions, and disburse the funds only upon authorizations of the Board of Directors, or, in cases where the Board of Directors explicitly delegates its disbursing authority to the President, by authorization of the President. The President's authority will also be sufficient for disbursement of payments of small sums, the maximum amount to be determined periodically by the Board of Directors.
- F. The order of succession for the President *pro tempore* shall be President-Elect, Secretary, Treasurer.

VI. Board of Directors

- A. The voting Members of the Board of Directors shall consist of the Executive Committee of the Association (President, President-Elect, Past-President, Secretary, and Treasurer), the Members-at-Large, the Chairs of Permanent Committees, the SFPA Representative to the CPA Board of Directors (who shall serve a three-year term) and the Chair of SFPAGS.
 - 1. There shall be one member-at-large for every 40 regular Members of the Association, with a minimum of two members-at-large. All members-at-large shall be elected for two year terms.
 - 2. An attempt will be made to stagger the terms of Member-at-Large.
- B. The Board of Directors will be responsible for planning, organizing, and administering all business of the association.
- C. The Board of Directors will set a time, date, and place for its regular meetings special meetings may be called, when necessary, at the discretion of the President. Whenever possible, all Board of Directors meetings will be announced in advance to the general membership. Any member of the Association shall be welcome to attend any meeting of the Board of Directors, but participation in Board meetings will be confined to Board members unless the Association member is recognized by the President. Periodic reports, summarizing all the proceedings of the Board of Directors, shall be made by the President to the general membership at least four times a year.
- D. A quorum (consisting of a majority of the voting members of the Board of Directors), shall be necessary in order to conduct business, whether in person or by telephone. For purposes of determining the quorum, two or more positions held by one person count as one position. If votes of the Board are taken by email, all voting members of the Board must vote in order for the vote to be valid. Unless otherwise stated in these bylaws, a simple majority of voting members present is necessary for a vote to carry. A Board member who will be absent from a given meeting may designate by proxy any other member of The Student representative may designate any other Student Member. The San Francisco Psychological Association to act as his or her representative in voice and in vote. No person can hold more than one vote at a single session of the Board.
- E. Parliamentarian: At the request of any voting member of the Board of Directors, Robert's Rules of Order shall be followed for that meeting. The Past-President of The San Francisco Psychological Association shall serve as Parliamentarian to rule, when necessary, on questions of parliamentary procedure and conformance to The San Francisco Psychological Association Constitution and Bylaws at all Association and Board of Directors Meetings.

VII. Meetings and Elections

- A.** There shall be an Annual Business Meeting of the Association Membership each December at a place to be decided by the Board of Directors.
- B.** At this Business Meeting of the Association, fifteen percent of the Membership shall constitute a quorum for the conduct of business. Votes taken at membership meetings shall require a simple majority of voting members present for passage unless otherwise stated in these Bylaws.
- C.** In the Fall of each year the President and no fewer than three voting Members of the Board of Directors to be chosen by the President will meet to select a slate of nominees for the approval of the Board of Directors prior to an election.
- D.** The election of members of the Executive Committee, Members-at-Large, Permanent Committee Chairs, and Representative to the CPA Board of Directors shall be conducted by secret mail ballot. The election of SFPAGS Chair shall be conducted by separate secret mail ballot for Student Members. The ballots shall provide for each office to have a write-in option. Election results will be announced at the Annual Business Meeting. The majority of the votes cast for each office shall determine election to that office, with a runoff election if no candidate receives a majority of votes cast for that office.
- E.** Members of the Board of Directors begin their term of office on the first day of January and hold office for the calendar year with the exception of the Treasurer and Members-at-Large, who will hold office for two years, and the Representative to the CPA Board of Directors, who will hold office for three years.
- F.** No President may hold this office for two successive terms. A period of two years must pass before a person who has served as President may again assume office, unless that person has been elected or appointed to the Presidency for a partial term, in which case he or she may be elected for a full term at the next regular election.
- G.** Vacancies that occur in elective offices prior to completion of the full term of such offices shall be filled either by appointment of the Board of Directors or by a Special Election of the membership called by the Board of Directors. In either event, the newly appointed or elected official will serve only until his or her successor is elected in the next regular election.
- H.** Other than the President, President-Elect, and Past-President, all members of the Board of Directors may succeed themselves in office.

VIII. Appointive Posts

Subject to confirmation by the Board of Directors, all appointments to the following posts are made by the President and may be changed by the President at any time:

- A.** Chairs of all Ad Hoc Committees
 - 1. Chairs of Ad Hoc Committees may be either Members or Associates.
 - 2. The chairs of both Permanent and Ad Hoc Committees shall appoint the members of that Committee from the Membership of The San Francisco Psychological Association.
- B.** Certified Public Accountant: When the need arises, a CPA can be consulted about questions that arise regarding the financial operations of the Association.

IX. Committees

A. Permanent Committees

There shall be established immediately upon assumption of office by the Board of Directors the following Permanent Committees, with responsibilities as indicated, which will operate under direction of the Board of Directors:

1. Program and Continuing Education Committee

Develops and arranges programs for all regular Association Meetings in accordance with the purposes of the organization and the expressed interests of the membership. Develops professional training and education seminars, study groups, and workshops to meet the needs of the general membership as well as the needs of specialized interest groups within the membership.

2. Membership & Marketing Committee

Promotes membership of qualified psychologists in The San Francisco Psychological Association. Processes all applications for membership in The San Francisco Psychological Association. Makes recommendations to the Board of Directors on the applicants.

3. Ethics Committee

Provides general educative services in matters of ethics and professional conduct. As part of its educative function the committee may in accordance with the policies that the Board of Directors may adopt, provide complainants with information about the possibility of filing complaints regarding ethics professional conduct with the Board of Psychology, the Medical Board of California, the Board of Behavioral Science Examiners, and, as appropriate, the Ethics Committees of the APA or CPA.

4. Governmental Affairs Committee

Keeps Board of Directors and Membership informed on current, pending or needed legislation of concern to psychologists at the local, state, or national level. Represents The San Francisco Psychological Association's point of view in contacts with local, state, and federal legislators and officials. Develops programs marshals support for or against specific legislation or governmental action of concern to psychologists.

5. Public Information and Education Committee

Provides educative information to both the general public and professional persons and organizations pertaining to the purposes and activities of The San Francisco Psychological Association and psychologists in general. Toward this end, it will maintain a Speakers Bureau of qualified Members.. Provides outreach to graduate schools.

6. Disaster Response Committee

The Committee keeps the SFPA membership informed of disaster mental health trainings, meetings and activities. The Committee maintains an updated directory of members who are interested in delivering mental health services in times of disaster, and recruits eligible volunteers from the membership to respond to local and nation-wide disasters.

7. Information & Referral Committee

Monitors the Association's Information and Referral Service. The Chair administers this program under the direction of the President.

8. Newsletter Committee

Oversees publication of *The San Francisco Psychologist*. The Chair edits the Newsletter under the direction of the President.

B. Ad Hoc Committees

At any time deemed necessary by the President or the Board of Directors, an Ad Hoc Committee may be established for a specific purpose and a limited time.

X. Suspension or Removal from Membership

- A.** Any Member of The San Francisco Psychological Association can institute action to suspend or remove a person from Membership in the Association by bringing a charge of unethical conduct or of conduct injurious to the Association and requesting that the member be suspended or removed.
- B.** If the charge is of unethical conduct, the Ethics Committee will refer the complaint to the appropriate agency of the California Psychological Association, the American Psychological Association, and/or the California Board of Psychology. Based upon the evaluation and action of one or more of these organizations, the Ethics Committee will then make a recommendation concerning suspension or removal to the Board of Directors.
- C.** If the charge is not of unethical conduct, but solely of action injurious to the Association, the charge shall be directly investigated by the Board of Directors. In both instances, where at least two-thirds of voting Members of the Board of Directors present vote for suspension or removal from Membership, the person in question will be so suspended or removed. In all cases, however, before any vote is taken, the accused Member shall be granted the right to a personal hearing before the Board of Directors. At this Board meeting, the Member must be given the full particulars of the charges and evidence, have the right to question Members bringing such charges, and have ample opportunity to present all relevant evidence and testimony to defend against such charges.
- D.** Any person so suspended or removed by the Board of Directors has the right to appeal such action within 60 days. The appeal will be handled by the Membership Committee, which will then make a recommendation to the Board of Directors.
- E.** A member of the Board of Directors who is removed from Membership in The San Francisco Psychological Association is automatically removed from the Board of Directors.

XI. Recall from Office

- A.** Any Officer, Member-at-Large or Associate-at-Large may be recalled from office through the following procedure:
 - 1. A petition, specifying the reason for recall, and bearing the signatures of a least 25% of the Members The San Francisco Psychological Association, requests that the individual be recalled from office.

2. A recall election is then held by which, in secret mail ballot, the majority of the ballots received vote for his or her recall. The ballot shall include the reason for recall cited in the petition. The Officer, Member-at-Large or Associate-at-Large may write a response to this reason for recall, and this response shall be included with the ballot.

B. In the event that any Officer, Member-at-Large, or Associate-at-Large is recalled, a successor to complete the remaining term of that office shall be either appointed by the Board of Directors or elected by the Membership in accordance with the regular procedures. People recalled from office may not succeed themselves.

XII. Changes to Bylaws

A. Non-substantive changes to these Bylaws may be made by majority vote of the Board of Directors after advance notice to the Members. Notice in the newsletter or by email shall be sufficient. Substantive changes to the Bylaws may be made by Members and must be approved by the California Psychological Association and two-thirds of members who vote on the changes. The Board of Directors shall determine by majority vote whether proposed changes are substantive or non-substantive.

B. Constitution originally adopted San Francisco Psychological Association Meeting, November 17, 1961.

The San Francisco Psychological Association

Amendments integrated by Ralph M. Rust, Ph.D., Secretary June, 1967.

Final Copy Form, Alexander R. Nurse, Ph.D., Secretary February, 1968.

Amended by Special Review Committee, John T. Curtis, Ph.D., Chair, June, 1988

Amendments adopted by Executive Board, October 19, 1990.

Amended for status as an exempt organization by Gary Lucchese, Ph.D., Treasurer, January 22, 1993

Amended and adopted by Executive Board, November 17, 1995.

Amended and adopted by Board of Directors, January 19, 2006. President: Victoria Beckner, Ph.D. Review Committee: Megan Lehmer, Ph.D. (Chair), Bram Fridhandler, Ph.D., & Victoria Beckner, Ph.D.