

DIVISION OF PSYCHOANALYSIS BYLAWS

ARTICLE I. NAME AND PURPOSES

Section 1. The name of this Division, representing the special interests of Psychoanalysis, shall be The Division of Psychoanalysis (shall be here and after referred to as "The Division") of the New York State Psychological Association, Inc. (The New York State Psychological Association, Inc. shall hereafter be referred to as "NYSPA".)

Section 2. Mission Statement – The role of the Division is to develop a supportive, collegial statewide community within NYSPA for the understanding and advancement of psychoanalytic theories, treatment approaches, therapeutic techniques, legislative issues and political concerns. The Division shall foster inter-institute collaboration and educational programs that will explore therapeutic, scholarly, educational, research, public service and diversity issues from psychoanalytic perspectives. The Division shall provide a dynamic and supportive context for psychologists, students, doctoral students, and postdoctoral students who have an interest in psychoanalysis.

ARTICLE II. THE STRUCTURE OF THE DIVISION

Section 1. The Division shall be governed by:

A. An Executive Board comprised of:

- 1.) The elected Division officers, who are the President, President-Elect, Past-President, Secretary, and Treasurer;
- 2.) Elected representatives to the NYSPA Council of Representatives hereafter referred to as "NYSPA Representatives";
- 3.) Elected Executive Board Members-at-Large;
- 4.) One Student Representative from NOFP (National Organization of Future Psychologists) appointed by the Executive Board; and
- 5.) Consultants, who shall have voice but no vote, and are appointed by and serving at the pleasure of the President.

B. An Executive Committee comprised of the President, President-Elect, Past-President, Secretary, Treasurer, and the Representatives to the NYSPA Executive Board.

ARTICLE III. EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. The Executive Board shall be the policy-setting body of the Division and shall have full power and authority over and responsibility for the affairs and funds of the Division within the limitations set by these BYLAWS.

Section 2. There shall be an Executive Committee, as stated in Article II, Section 1B of these BYLAWS, which shall serve as the administrative arm of the Division and as the policy arm between meetings of the Executive Board. The Executive Committee shall function in accordance with guidelines provided by the Executive Board.

Section 3. The President shall establish an annual meeting schedule composed of face-to-face meetings and telephone conference calls. Additional meetings of the Executive Board may be held at any time on the call of the President or at the written request to the President by one-third of the members of the Executive Board.

Section 4. A majority of the seated representatives and officers of the Executive Board shall constitute a quorum for the transaction of business. Decisions shall be made by a majority of those voting at a meeting of the Executive Board.

Section 5. Term Limits for Members-at-Large and for Representatives to NYSPA's Council of Representatives shall be two (2) three-year terms. One year shall elapse before Members-at-Large and Representatives to NYSPA's Council of Representatives may again be a candidate for their respective positions.

Section 6. The Executive Board may elect to employ secretarial/administrative assistance.

ARTICLE IV. ELECTED OFFICIALS

Section 1. The elected officers of the Division shall be the President, the President-Elect, the immediate Past-President, the Secretary, and the Treasurer. All officers of the Division must be full MEMBERS in good standing in the Division and NYSPA.

Section 2. The terms of office shall be one year each for the President, the President-Elect, and the Past-President. The Secretary, Treasurer, Members-at-Large, and the Representatives to the NYSPA Council of Representatives shall have three year terms and are entitled to be elected for a second term. The term of office for the student representative shall be a maximum of three years or until completion of the doctorate.

A. The terms of office of all members of the Executive Board shall in each instance commence at the beginning of the calendar year.

B. One year shall elapse after the year spent as the immediate Past President before a Past President may be a candidate for the position of President-Elect. Other past officers may choose to run for their prior offices one year after having served two consecutive terms. Nothing herein prohibits any officers or other members of the Executive Board from seeking a different elected office from that office about to be or just vacated.

Section 3. The duties of the President shall be to:

A. Preside at all meetings of the Division;

B. Act as Chairperson of the Executive Board and Executive Committee;

C. Sign all instruments for all Division, committee and task force activities;

D. Exercise supervision over the affairs of the Division;

E. Act as an ex officio member of all committees of the Division;

F. Act as the only elected official who may speak for the Division without prior approval of the Executive Board or the Executive Committee;

G. Appoint Consultants to the Executive Board for the term of his or her Presidency;

H. Appoint, with the approval of the Executive Board, replacements to fill the unexpired terms of office of any vacancies that occur in the Executive Board;

Section 4. The Past-President shall, in the event of the absence, incapacity, death or resignation of the President, automatically succeed to the office of President, until the completion of the President's term or the President's ability to resume office

Section 5. The President-Elect shall

A. Automatically succeed to the office of the President upon the expiration of the term of the President;

B. Serve as the Chairperson of the Division's program at NYSPA's annual convention, and shall be responsible for the program and arrangements with the NYSPA convention planning committee.

Section 6. The Secretary shall:

- A. Supervise and maintain the records of the Division;
- B. Be responsible for the minutes of Executive Board and Executive Committee meetings;
- C. Ensure all decisions of these two governance bodies are transmitted to the appropriate officers and committees and any other relevant bodies or persons, with the authorization of the NYSPA President if outside NYSPA, for implementation;
- D. Produce a roster of all committee members and notify the Executive Board of any committee vacancies.
- E. Adhere to and maintain NYSPA's yearly calendar and process amendments as needed.

Section 7. The Treasurer shall:

- A. Oversee all of the Division's financial and budgetary matters.
- B. As Chair of the Finance Committee, prepare the budget of the Division for each new fiscal year and submit this budget to the Executive Board for approval.

Section 8. Psychologists shall refrain from taking on a professional role in the Division when personal, scientific, professional, legal, financial, or other interests or relationships could reasonably be expected to (1) impair their objectivity, competence, or effectiveness in performing their functions as psychologists or (2) expose the person or organization with whom the professional relationship exists to harm or exploitation. In the event that an elected or appointed official of the Division appears to be involved in a conflict of interest, he/she or any other Division member shall immediately report this, in writing, to the President and Executive Committee. Steps to be taken to resolve the potential conflict of interest shall be stated in the Rules of Executive Board.

Section 9. Members-at-Large shall:

- A. Serve three year staggered terms to provide continuity, with lots drawn to establish the initial Members-at-Large terms of office;
- B. Serve on the Executive Board, the policy-setting body of the Division.

ARTICLE V. FINANCES

Section 1. The fiscal year of the Division shall be the same as the fiscal year of NYSPA, from January 1st through December 31st.

Section 2. The budget and dues structure of the Division for each new fiscal year shall be developed by the Finance Committee and submitted by the Treasurer to the Executive Board. The Executive Board may accept, reject or revise the budget and dues structure consistent with its authority and responsibility for the fiscal affairs of the Division, and the rules of Executive Board.

ARTICLE VI. MEMBERSHIP

Section 1. All members in good standing in this Division shall retain their respective classes of membership whenever these BYLAWS are amended.

Section 2. The Division shall consist of three classes of membership: MEMBERS, ASSOCIATES, and STUDENT AFFILIATES.

Section 3. Persons admitted to any class of membership are required to:

A. Be members of NYSPA.

B. Subscribe to the purposes of the Division.

C. Maintain ethical standards of professional conduct as set forth by the Ethical Principles of Psychologists Code of Conduct established by the American Psychological Association and abide by all other federal, state and other laws that regulate the profession or practice of psychology.

D. Be approved for admission by the Division Membership Committee and presented to the Executive Board.

Section 4.

A. MEMBERSHIP in the Division shall be open to those individuals who are Members in good standing of NYSPA.

B. MEMBERS of the Division shall be entitled to all rights and privileges of membership in the Division, without restriction.

Section 5.

A. ASSOCIATE Membership in the Division shall be open to those individuals who are Associate Members of NYSPA.

B. ASSOCIATES shall be entitled to all the rights and privileges of MEMBERS of the Division except for the right to vote and to hold office.

Section 6.

A. STUDENT AFFILIATE Membership in the Division shall be open to those individuals who are Student Members of NYSPA.

B. STUDENT AFFILIATES shall be entitled to all rights and privileges of MEMBERS of the Division, except for the right to vote and to hold office.

Section 7.

A. Any MEMBER or ASSOCIATE who has been in good standing in the Division for thirty years or who has reached the age of sixty-five and is paid up in dues and who had been a dues-paying MEMBER or ASSOCIATE for five consecutive years, may request in writing to the Membership Chair to be classified as an EMERITUS member of the Division. EMERITUS members pay 50% of the dues as set by the Division and shall retain all rights and privileges of prior membership status.

B. Persons in any membership category may retain their membership status after discontinuing residence and/or work in New York State by notifying the Division in writing of their changed circumstances. OUT-OF-STATE members pay 50% of the dues as set by the Division and shall retain all rights and privileges of prior membership status.

Section 8. In exceptional cases, by a two-thirds vote of the Executive Board, the status of MEMBER, ASSOCIATE, or STUDENT AFFILIATE may be granted to persons not possessing the qualifications stated in Sections 4, 5 or 6 of this Article, but deemed exceptionally qualified in other respects.

Section 9. Persons are admitted to all categories of membership and to change of membership status, in accordance with procedures of the Membership Committee, as approved by Executive Board.

Section 10.

A. After due notification, the non-payment of dues or fees for a period of three months shall automatically constitute resignation from the Division, and the names of such persons shall be removed from the membership roster of the Division.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. There shall be a standing committee on Nominations and Elections which shall consist of the Past-President as Chairperson and no fewer than two members of the Division. This committee shall have the responsibility of conducting the nominations and elections as set forth in the rules of the Executive Board, and shall certify and report the elections of all such individuals to the President, the Executive Board and the membership of the Division.

Section 2.

A. At no time may a member simultaneously stand for more than one office in the Division or simultaneously hold two elected offices.

B. The Division will coordinate its Nominations and Elections with the NYSPA Nominations and Elections Committee. Nominations for officers of the Division shall be solicited through a nominating ballot circulated by the Committee on Nominations and Elections to the voting membership no later than three months prior to the initial date of that term of elected office. The period for such nominations shall close approximately four weeks from the date of the initial mailing of the nominating ballots. The committee shall establish an election ballot with the names of all those nominees who have received nominating designations from at least three percent of the membership eligible to vote. If none or only one of the candidates for office has received this nominating percentage, the committee shall when possible select additional candidates for each office with the approval of the Executive Board, so that the election ballot shall have two candidates for each office listed alphabetically and each listed candidate shall have confirmed in writing to the committee willingness to serve if elected. The election ballot shall be submitted to the voting membership no later than six weeks prior to the start of the election term, and shall be returned by voters within four weeks of the postage date on the ballot.

C. There shall be no less than five (5) Members-at-Large on the Executive Board. The nominating procedures for Members-at-Large to the Executive Board of the Division shall be the same as those noted in Section 2B, above,

Section 3. The NYSPA Central Office shall have the responsibility for the tabulation of all validated submitted election ballots. Tie votes shall be resolved by the Division Nominations and Elections committee by lot.

Section 4. Candidates for nomination and election to the Division offices shall conduct campaigns in keeping with the spirit of the rules of the Executive Board and the *APA's Guidelines for the Conduct of President-Elect Nominations and Elections for the Nominations and Elections of All Officers.*

Section 5. Candidates for the Division and/or NYSPA elected offices may not serve on the Nominations and Elections Committee.

ARTICLE VIII MEMBERSHIP MEETINGS

Section 1. Special meetings of the MEMBERS of the Division may be held at any time upon the call of the President, the Executive Board or upon petition of fifteen percent of the MEMBERS of the Division presented to the Secretary of the Division. Notice of any special meeting shall be communicated to all MEMBERS of the Division at least two weeks in advance of the date of the meeting.

ARTICLE IX. COMMITTEES

Section 1.

A. Provisions of this Article apply only to Division committees. Only MEMBERS in good standing may serve on committees.

B. The three types of Division Committees are: Bylaws Committees, Continuing Committees and Ad Hoc Committees/Task Forces.

(1) Bylaws Committees may be established or dissolved as a Bylaws amendment by a two-thirds vote of approval by the membership who vote.

(2) Continuing Committees may be established or dissolved by a majority vote of Executive Board.

(3) Bylaws and Continuing Committee members shall:

a. be elected by the Executive Board from nominations made by any member of the Division.

b. serve for three-year terms and may be re-elected by the Executive Board for a second consecutive term..

(4.) Bylaws and Continuing Committee Chairpersons shall be nominated by the President and elected by the Executive Board, serve for one year terms, and may be re-elected for a second consecutive term.

(5) Ad hoc Committee/Task Force members and their Chairs shall be appointed only by the President to complete a specific charge and a time frame established to complete that charge. Ad hoc Committees/Task Forces shall be automatically dissolved when their assignment has been completed, or at the end of the appointing President's term of office.

Section 2. Bylaws Committees – Organizational and Professional Affairs:

A. Organizational

1. The Finance Committee shall:

a. be responsible, in conjunction with the Treasurer, for developing the Division's annual budget as set forth in Article IV, Section 7B of these BYLAWS, and to

undertake such other tasks related to Division finances as may be determined by the Executive Board.

b. for the Executive Board's approval, review and develop the Division's internal controls and accounting procedures.

c. be comprised of the Treasurer and appointed Division members, as needed.

2. The Committee on Nominations and Elections shall function in accord with the provisions of Article VII of these BYLAWS and in coordination with the NYSPA Nominations and Elections committee.

3. The Committee on Membership shall promote membership recruitment, review applications for admission to the Division and recommend the appropriate action on applications or resignations to the Executive Board, and implement Article VI of these BYLAWS.

B. Professional Affairs

1.) The Awards Committee shall:

a. Establish Divisional awards, with the approval of Executive Board

b. Be responsible for the selection of the recipients of all established Division-wide awards.

c. Keep informed of NYSPA and APA Division 39 awards and other professional awards that are relevant to our Division members.

d. Provide plaques/certificates as part of the Awards process.

2.) The Listserv/Newsletter Committee shall:

a. provide for communication within the Division community by promoting the listserv and establishing standards for its operation.

3.) The Program Committee shall:

a. plan programs and meetings for the Division and make arrangements in connection with such meetings.

b. plan Division representation at the NYSPA annual convention.

4.) The Public Relations/Marketing Committee shall coordinate, create, and execute plans for the understanding and advancement of psychoanalysis in the public and professional domains.

ARTICLE X. AMENDMENTS

Section 1. Amendments to these BYLAWS may be proposed in one of the following ways:

A. By action of the Executive Board; or

B. By petition signed by fifteen percent of the MEMBERS of the Division submitted to the Secretary.

Section 2. Proposed amendments to these BYLAWS shall be acted upon by a mail ballot sent to each MEMBER of the Division. The poll shall be declared closed thirty days after the date of mailing of the ballots and any amendment

shall be certified by the Secretary as adopted if it is approved by at least two-thirds of those voting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Keesey's *Parliamentary Procedure* (1994, American Psychological Division) and the NYSPA Rules of Executive Board shall govern the business meetings of the Division in all cases in which they are applicable. The President may appoint a Parliamentarian, as needed.

Section 2. Officers may be removed from office by the Executive Board for malfeasance, gross negligence and/or serious violation of these BYLAWS. This shall be done in accordance with the NYSPA Bylaws (see Article XIII, sec.3) and Keesey's *Parliamentary Procedure*.

Section 3. The Executive Board shall have the right to discipline its members according to procedures promulgated by the NYSPA Rules of Executive Board.

Section 4. These BYLAWS have been ratified by a vote of the Executive Board of the Division and they are authorized to abide by them.