

BYLAWS OF THE DISTRICT OF COLUMBIA PSYCHOLOGICAL ASSOCIATION

(Amended 2018)

I - NAME

The name of this Association shall be the District of Columbia Psychological Association, Incorporated.

II-PURPOSE

The purpose of the District of Columbia Psychological Association ("DCPA" or "Association") shall be to advance psychology as a profession and science, and as a source for the promotion of public welfare and human dignity; through professional practices that employ assessment, consultative and therapeutic methods which are theoretically and empirically grounded; through the promotion of research in psychology and employment of up to date research methods and conditions; by advocating high standards of professional conduct, ethics, education and training by the dissemination of psychological knowledge through meetings, professional contacts, reports, papers, discussions and publications.

III - MEMBERSHIP

- A. The Association shall be composed of four (4) classes of membership: Regular Member, Associate Member, Senior Member and Professional Affiliate Member. In addition to the regular membership classes, there shall also be Out-of-State and Student Affiliates.
- B. Regular members shall be psychologists duly working or maintaining a residence in the metropolitan area of the District of Columbia and having training and experience equivalent to that required to be a Member in the American Psychological Association (APA).
- C. Associate Members shall be persons duly working or maintaining a residence in the metropolitan area of the District of Columbia and having training and experience equivalent to that required to be an Associate Member in APA. Except as provided below, Associate Members shall not hold office in the Association, but shall be entitled to all rights and privileges in the Association not specifically denied them in these Bylaws. Associate Members shall achieve the right to hold office after three (3) consecutive years in the status of Associate membership.
- D. Senior Members shall be those Regular Members or Associate Members who have reached the age of Sixty-five (65) and select to identify as such. Senior Members shall be entitled to all rights and privileges of the membership class

they held before becoming Senior Members.

- E. Professional Affiliate Members shall be professionals licensed in the metropolitan area of the District of Columbia to practice their respective profession. This membership category shall have the rights and privileges granted by the Board of Directors. Professional Affiliates shall not be eligible to vote or hold office in the Association. Professional Affiliates shall conduct their professional practice in general conformance with the APA Ethical Guidelines for Psychologists. Acceptable conformance with these guidelines is solely determined by the DCPA Board of Directors. Professional Affiliates may not “advertise” their membership as an endorsement by the DCPA.
- F. Student Affiliates shall be at least half-time graduate or undergraduate students in psychology in the metropolitan area of the District of Columbia. Except as provided below, they shall not hold office, but have such privileges as may be granted by the Board of Directors. Student Affiliates shall have voting rights limited to electing the Graduate Student Member-at-Large. The Graduate Student Member-at-Large shall be a voting member of the Board of Directors.
- G. An Out-of-State Affiliate shall be a psychologist not residing or employed in the metropolitan area of the District of Columbia, but having training and experience equivalent to that required for Members or Associates in the American Psychological Association. An Out-of-State Affiliate shall not vote or hold office in the Association, but shall have such privileges as may be granted by the Board of Directors.
- H. Adoption of amendments to these Bylaws shall not change the membership status of those members in good standing at the time of adoption.
- I. Applications for all classes of membership shall be submitted to the Board of Directors for review and approval.
- J. An accepted applicant shall become a member of the Association contingent upon payment of dues, and the applicant shall then be announced to the members of the Association. Membership shall constitute an agreement to abide by the provisions of the Bylaws.
- K. A member who claims financial hardship due to a medically determined disability shall, upon application, be dues exempt upon approval by the Board of Directors.

IV - SEVERANCE OF MEMBERSHIP

- A. Non-payment of dues for any one (1) fiscal year shall be considered as resignation from the Association effective at the end of the first quarter of that year.
- B. Any member who has been convicted of a felony or whose license for professional practice in any jurisdiction has been revoked or suspended shall

be terminated from membership in the Association.

- C. A member may appeal termination from membership on the grounds stated in Section IV-B in writing to the Association's Board of Directors. The decision of the Board of Directors on such appeal shall be final.
- D. A person who has been terminated from membership under the conditions described in Section IV-B may re-apply for membership only after five (5) years have elapsed from the date of termination of membership. Membership will not be granted as long as a revoked or suspended license has not been reinstated.

V - OFFICERS

- A. The Officers of the Association shall be President, President-Elect, Past President, Vice President for Membership, Vice President for Community Affairs, Vice President for Professional Affairs, and Vice President for Organizational Affairs, Secretary and Treasurer. The President-Elect shall be elected for a term of one (1) year and shall become President for the following year. On completion of the term, the President shall become Past President for the following year. The four Vice Presidents shall be elected for staggered terms of two (2) years. The Secretary and the Treasurer shall be elected for staggered terms of two (2) years each.
- B. The duties of the President shall be to preside at meetings, to act as Chair of the Board of Directors, to supervise the duties of the Executive Director, and to carry out the customary duties of a presiding officer. The President is an ex officio member of all Committees.
- C. The duties of the President-Elect shall be to act as President in the event of the absence of the President.
- D. The duties of the Past President shall be to act as Parliamentarian at Board meetings.
- E. The duties of the Vice President of Membership shall be to serve as an officer of the Association and to monitor and coordinate membership to include, but not be limited to, membership recruitment and retention.
- F. The duties of the Vice President of Community Affairs shall be to serve as an officer of the Association and to monitor and coordinate public relations and education efforts.
- G. The duties of the Vice President of Organizational Affairs shall be to serve as an officer of the Association and to monitor and coordinate the overall operation of the Association to include, but not limited to, the bylaws, finance and technology, and internal communications.
- H. The duties of the Vice President of Professional Affairs shall be to serve as an officer of the Association and to monitor and coordinate the professional

affairs of the Association to include, but not be limited to, ethics, well-being, liaison, legislative and advocacy activities.

- I. The duties of the Secretary shall be to record the proceedings of the Board's meetings, and to oversee the keeping of all corporate records, procedures, documents, etc.
- J. The Treasurer shall serve as custodian of all Association funds, and shall be authorized to sign checks on behalf of the Association. In the absence of the Treasurer, checks may be signed by the President or, at the direction of either, by the Executive Director. The Treasurer, working with the Executive Director, shall keep a record of receipts and disbursements, shall ensure any taxes are properly submitted, shall oversee any audits or similar financial reviews, shall present, in conjunction with the President, an annual budget and financial report to the Board, and shall present a financial report to the Association at the annual meeting.

VI - BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the President, the President-Elect, the Past-President, the four (4) Vice Presidents, the Secretary, the Treasurer, the Representative(s) to the Council of Representatives of the American Psychological Association (if DCPA has a seat(s) on the APA Council), six (6) Designated Members-at-Large, and the Graduate Student Member-at-Large. One-half of the members of the Board of Directors shall constitute a quorum for the purpose of conducting business of the Board.
- B. The duties of the Board of Directors shall be to plan and carry out the activities of the Association and to approve applications for membership. The Board of Directors will appoint the Executive Director who will be charged with managing the day-to-day business of the Association. Where timeliness does not permit a meeting of the Board of Directors or the Executive Committee, the President may take such action as deemed reasonable and necessary after consultation with all available officers of the Association.
- C. If DCPA wins a seat(s) on the APA Council, a DCPA Representative(s) to the Council of Representatives of the APA shall be elected according to the procedure established by the APA and shall be a voting member of the DCPA Board. The Representative(s) shall represent the interests and policies of DCPA on the Council as determined by the Board of Directors.
- D. The six (6) Designated Members-at-Large shall be Clinical Designated Member-at-Large, Public Sector Designated Member-at-Large, Management/Organizational Affairs, Designated Member-at-Large, Academic/Scientific Designated Member at Large, Professional Development Member-at-Large, and Communications Member-at-Large. The Designated Members-at-Large of the Board of Directors shall be elected to staggered terms of two (2) years.

- E. The Graduate Student Member-at-Large of the Board of Directors shall be elected by the membership (including Student Affiliates) for a term of one (1) year.
- F. No member of the Board of Directors shall hold two (2) offices of the Association concurrently.
- G. Unapproved absence from three (3) consecutive Board of Directors meetings shall be sufficient cause to consider that an incumbent is failing to perform the duties of office and result in an action of notice, then dismissal from the Board
- H. The president, with Board approval, may appoint a non-voting ex officio member to the Board who serves as special consultant to the Board of Directors.

VII - COMMITTEES

- A. The Executive Committee shall consist of the President, President-Elect, Past President, Secretary and Treasurer of the Association. It shall be the function of this Committee to act for the Association in all matters during interim periods between meetings of the Board of Directors.
- B. The President shall, upon approval of the Board of Directors, establish Committees as necessary to conduct the affairs of the Association. Chairs of committees will make regular activity reports to the Board.

VIII - MEETINGS

- A. Meetings of the Association shall be held at such times and places as shall be determined by the Board of Directors or on the written petition of five percent (5%) of the membership on thirty (30) days-notice. An annual business meeting shall be held in January, at which time reports of the activities of the past year shall be made and officers elected for the ensuing year shall take office.

IX - NOMINATIONS, ELECTIONS, VACANCIES AND TERMS

- A. The President, the President-Elect and the Secretary shall carry out the nomination and election procedures on an annual basis. If one of these officers is a nominee for an office or a Board position, then the President shall appoint a substitute for the nominee to carry out the election procedures.
- B. If a President is unable to complete a term in office, the President-Elect shall become President for the remainder of that term in addition to the normal term as President. A vacancy in the office of President-Elect of six (6) months or more shall be filled by special election of the membership of the Association. In the event that both the President and the President-Elect shall be unable to serve, the Past President shall become the Interim Presiding Officer, whose function will be to set up a special election to elect a new President and President-Elect. If the Past President shall be unable to serve in this capacity, then the order of succession for Interim Presiding Officer shall be Secretary,

Treasurer. A vacancy in the office of Past President shall not be filled until the President completes her or his term in office. A vacancy which occurs in the offices of Vice President, Secretary and Treasurer or the positions of Member-at-Large and Council Representative(s) shall be filled by appointment by the President with approval, by majority, of the Board of Directors until the next election of the membership.

- C. Should there be no candidate for President-Elect or if the membership fails to elect a President-Elect, the Board may, by majority, vote to allow the current President to extend her/his term a second year to ensure continuity in the leadership of the Association. A failure to subsequently elect a President-Elect will automatically invoke a process of succession until which time an election can be conducted. The order of succession in such circumstance shall be consistent with that outlined in paragraph B of this section IX.

X - DUES AND FINANCIAL ARRANGEMENTS

- A. Dues for the members shall be set annually by the Board of Directors prior to the opening of the fiscal year.
- B. The fiscal year of the Association shall be the calendar year.

XI – INDEMNIFICATION

- A. Unless expressly prohibited by law, the Association shall indemnify any person made a party to an action, suit or proceeding by reason of the fact that such person is or was a director, officer, employee or agent of the Association or serves or served any other enterprise at the request of the Association, against all expenses (including attorneys' fees), judgments, fines and amounts paid or to be paid in settlement incurred in connection with such action, suit or proceeding, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty, provided, however, that the Association shall have no obligation to indemnify any person beyond the limits of liability of any insurance policy or policies that the Association maintains on behalf of the Association or on behalf of such person.

XII – ASSOCIATION OFFICE AND EXECUTIVE DIRECTOR

- A. The Association shall maintain an office for the promotion and execution of the Association's objectives. The office shall be established at such place and with such facilities and functions as the Board of Directors may determine is best for the Association. The Executive Director shall be appointed by the Board of Directors to conduct the day-to-day business and operation of the Association, and serve as Director of the Association's office. The Executive Director shall prepare an annual report for the Board of Directors and the membership on the operations of the Association office. The Executive Director shall be responsible for managing the finances of the association (in consultation with the Treasurer); assist the Vice President of Membership in

such matters related to recruitment and retention of members; assist the Member-at-Large of Professional Development in matters related to educational programs; maintain up to date the association's website; assist with all nomination and election procedures; assist with additional duties essential to the administration of the association as determined by the Board.

XIII - LOGO

- A. The logo of the Association, a red figure on a white background, shall be as shown below:



XIV - AMENDMENTS

- A. Amendments may be proposed by a majority vote of the Board of Directors or by a petition signed by at least ten percent (10%) of the voting members of the Association. Amendments to the Bylaws may be made by a mail or email vote of the members in which the polls shall be closed not less than thirty (30) days after date of issuing of ballots; amendments or new Bylaws shall be adopted if two-thirds of the voting members responding are in favor of the proposed change.

FREQUENTLY REQUESTED INFORMATION

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