

OHIO PSYCHOLOGICAL ASSOCIATION REGULATIONS

SECTION 1: NAME AND PURPOSE

1.1 Name

This organization shall be known as the "Ohio Psychological Association." The principal place of business of the Association shall be Columbus, Ohio.

1.2 Purpose

The purpose of this Association shall be to advance psychology as a science, as a profession, and as a means of promoting human welfare, pursuing to these ends as broad a range of Association activities as is feasible and as shall be determined by the Board of Directors acting under these Regulations and Association Policy.

SECTION 2: MEMBERSHIP

2.1 Full Membership

A person shall be eligible for acceptance as a FULL MEMBER (hereafter referred to as "member") if he or she:

- a) has an earned doctoral degree in psychology, or a degree substantially equivalent, conferred by a graduate program of recognized standing; *or* holds a currently valid Ohio license as a psychologist; *or* was a voting member of the Association in good standing prior to the adoption of these regulations according to previous by-laws; AND
- b) is above reproach in his or her professional and ethical conduct.

Only Full Members of the Association shall be entitled to vote on Association issues, to serve on the Board of Directors, or to hold elected or appointed office, with the exception of one Graduate Student Director (See Section 3.1).

2.2 Associate Membership

A person shall be eligible for acceptance as an ASSOCIATE MEMBER if he or she:

- a) has an earned master's degree in psychology, or a degree substantially equivalent conferred by a graduate program of recognized standing; *or* has completed at least two years of graduate work in psychology in a recognized graduate school in psychology or substantially equivalent field; AND
- b) is above reproach in his or her professional and ethical conduct; AND
- c) is not eligible for membership as a Full Member.

Associate members may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically denied them in these regulations.

2.3 Affiliate Membership

A person shall be eligible for acceptance as an AFFILIATE MEMBER if he or she:

- a) is a graduate student or upper class undergraduate student preparing for a career in psychology; *or* is a certified high school teacher of psychology; *or* is a teacher of psychology at a two-year college; *or* is a person who, in the opinion of the Board, may advance the purposes of the Association by being affiliated with the Association, AND
- b) is above reproach in his or her professional and ethical conduct
- c) is not eligible for membership as a Full Member or an Affiliate Member.

Affiliate members may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically denied them in these regulations.

2.4 Application, Termination, Resignation, Responsibilities of Membership

Members, associate members, or affiliate members shall apply for membership according to Association policies and procedures and will be accepted into membership upon completion of required application materials,

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verification of information and qualifications, recommendation by the Membership Committee and approval by the Board of Directors. When the Board of Directors denies an application for membership, the applicant shall receive written notification of the right to make an appeal, according to Association policy.

The Board of Directors may suspend or terminate any member, associate member, or affiliate member for conduct that in any way is believed to injure the Association, adversely affect its reputation, or is contrary to or destructive of its objectives. The Board of Directors shall terminate the membership of any member, associate member, or affiliate member convicted of a felony or whose license is suspended or revoked. In the case of suspension or termination, the member, associate member, or affiliate member shall be notified, in writing, of the right to make an appeal, according to Association policy.

A member, associate member, or affiliate member may resign from membership in the Association by written request to the Association office. A member, associate member, or affiliate member who is more than six months delinquent in payment of dues or assessments shall be notified in writing of his or her delinquency, and shall be terminated from membership if the delinquency is not resolved. Except as limited by these regulations or Association policy, a former member, associate member, or affiliate member of the Association may re-establish membership at any time with approval of the Board of Directors and by payment of current dues and assessments.

Membership in the Ohio Psychological Association binds an individual to the standards of ethical conduct that exist within the Ohio Revised Code and The American Psychological Association (APA).

SECTION 3: THE BOARD OF DIRECTORS AND OFFICERS

3.1 Board Composition

All members of the Board of Directors shall be Full Members of the Ohio Psychological Association in good standing (excepting the Graduate Student Director who shall be an Associate or Affiliate Member). The Board of Directors shall consist of:

- a) Officers of the Association (4);
- b) APA representatives (maximum of 4);
- c) Graduate Student Director (1);
- d) Regional Psychology Group Director (maximum of 8). If more than 8 Regional Psychology Groups are in good standing according to Association policy, Board of Director By-Laws shall determine the mechanism for selecting no more than 8 as Directors;
- e) Chairperson of each Standing Committee (maximum of 10).

3.2 Terms and Procedures

A quorum shall consist of a majority of Directors on the Board of Directors. Each Director shall have one vote. If a Director holds more than one position on the Board of Directors, that Director will have only one vote.

The total number of Directors may vary depending upon the number of APA Representatives, the number of Regional Psychology Groups in good standing, and the number of standing committees as defined in Board of Director policy. The total number of Directors shall not exceed 27 nor shall there be less than 3. The President may appoint additional chairpersons of task forces or ad-hoc committees or representatives of Special Interest Groups (Section 6.3) that may be invited to participate in Board of Director activities, but these persons are not Directors nor do they have the rights and responsibilities of Association Directors.

All Director positions shall be for a one-year term unless otherwise set forth in these Regulations. Each Director shall continue in office until the annual or special meeting of members in which his or her successor is elected or until his or her earlier resignation, removal from office, or death.

The President shall preside over the Board of Directors. Meetings of the Board shall be held as often as necessary, but at least semi-annually. Meetings may be called at the request of the President or the Executive Committee, by petition of one-third of the Board of Directors, or by petition of ten percent of the Association membership.

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The Board of Directors shall have authority over the affairs of the Association and shall take such actions as are necessary for the conduct of the Association affairs, except that the Board of Directors must submit proposals to the membership for approval to amend these regulations. The Membership shall vote on such proposals by mail ballot or at an annual or special membership meeting called with a minimum of 30 days notice.

Any voting member of the Association may initiate Board discussion and action on any matter that affects or involves the Association and its membership by written request to the President.

3.3 Officers

The Officers of this Association shall be: President, President-Elect, Past-President and Finance Officer (secretary-treasurer). Upon election, officers shall be members of the Board of Directors and members of the Executive Committee for the duration or their terms.

Each year, a President-Elect shall be elected by the membership, to serve as an Officer for three successive terms, one year each as President-Elect, President, and Past-President. At the start of each term, immediately following the election of Directors (date set annually by the Board), the President-Elect will become President and the President will become Past-President. In the case of the death, disability, or resignation of the President, the President-Elect will function as both President and President-Elect until the next scheduled election. In the case of the death, disability, or resignation of the Past-President, the President, acting on behalf of the Board of Directors, will appoint the most recent Past-President willing and able to serve.

The Finance Officer shall be elected by the membership for a three-year term. The Finance Officer, in conjunction with the Executive Committee, the Executive Director, and a Finance Committee that will be chaired by the Finance Officer will prepare the budget, make long range financial plans, and be responsible for explanatory financial statements to the Board of Directors and the membership. In the case of the death, disability, or resignation of the Finance Officer, the President, acting on behalf of the Board of Directors, will appoint the most recent Finance Officer willing and able to serve, or a current or past member of the Board of Directors, to fill the position until the next scheduled election.

3.4 Executive Committee

The Executive Committee shall consist of the four Officers of the Association as defined in these regulations and a maximum of two Representative(s) to the American Psychological Association (APA) Council of Representatives (hereafter referred to as "APA Representatives") elected according to APA procedures. If the Association has more than two APA Representatives, the two APA Representatives that have served in that role for the longest period of time shall be members of the Executive Committee. A quorum shall consist of three members of the Executive Committee. The President shall preside over meetings of the Executive Committee.

The Executive Committee shall execute assignments from the Board of Directors and shall take such actions between meetings of the Board as it deems to be in the best interests of the Association. Any actions so taken shall be reported to the Board at the next scheduled meeting. An act or authorization of an act by the Executive Committee, within the authority delegated to it, shall be as effective for all purposes as the act or authorization of the Directors.

3.5 Committee Chair Directors

The President-Elect shall recommend individuals as Committee Chairs, which will then be nominated by the Elections Committee (chaired by the President-Elect) and approved by the Board of Directors and the membership as defined in these regulations and Association policy. In the instances of a committee having co-chairpersons, the President shall identify one Director as a Voting Director and one as an ex-officio Director without voting privileges. Standing Committee Chairs (up to a maximum of 10 as determined by Association Policy) are members of the Board of Directors with all associated rights and responsibilities after their election in accordance with these regulations (Section 4.2).

3.6 Regional Psychology Group Directors

A Regional Psychology Group as defined in Association Policy and in these regulations (Section 6.1) may request to have a member nominated as a Director. The Association Executive Director will verify that the Regional Psychology Group meets all requirements and is in good standing with the Association after which said request is

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subject to approval by the Board of Directors. Directors are elected per these regulations (Section 4.2). Following their election in accordance with these regulations (Section 4.2), the Regional Psychology Group nominees will be Directors with all associated rights and responsibilities.

A maximum of eight Regional Psychology Group Directors shall be permitted by these regulations (as defined in Association Policy) and maintenance of a Director position is contingent upon annual verification of organizational compliance with Association Policy.

Any Regional Psychology Group no longer meeting all criteria for nomination of a Regional Director may request a change of status to a Special Interest Group (Section 6.2) or an Affiliated Organization (Section 6.3) as defined in these regulations.

SECTION 4: ELECTIONS

4.1 Election of Officers and APA Representatives

The President-Elect shall chair an Elections Committee, which, on behalf of the membership, shall conduct an annual election by the membership for the office of President-Elect and a triennial election by the membership for the office of Finance Officer. Officers shall simultaneously be elected as members of the Board of Directors for their terms as officers. Election of Officers shall be complete, with the results reported to the membership, no later than 60 days prior to the start of the fiscal year. Election of APA Representatives shall be according to American Psychological Association policies and procedures.

A person receiving a majority of votes cast shall be considered elected to the office. If there are three or more candidates for an office and no candidate receives a majority of votes cast, a run-off election shall be held between the two candidates receiving the highest number of votes cast. In all cases, ballots shall be counted with verification that all Association policies were enforced to guarantee impartial counting and recording. Results shall be reported to the Board of Directors within two weeks of the close of an election, and to the membership at the next membership meeting. Tie votes shall be resolved by ballot at the annual or special membership meeting (Section 4.2 and Section 9).

4.2 Election of Directors

The President-Elect, acting in his or her role as chair of the Elections Committee, will present a slate of nominees for Director positions (other than officers already elected by the membership) at least 60 days prior to the start of the fiscal year. This slate will include: APA Representatives, Standing Committee Chairpersons, Regional Psychology Group Representatives, and Graduate Student Representative, all as defined in these regulations.

Director nominees will be determined as follows: the President-Elect shall recommend Standing Committee Chairs and the Graduate Student Director; each Regional Psychology Group in good standing with the Association may recommend a Representative who is a member of both the Regional Psychology Group and the Ohio Psychological Association, subject to the approval of the President-Elect and any maximum number limitations (Section 3.1) ; and the APA Representatives shall be the APA Representatives elected according to APA policy, up to a maximum of four, or shall be the four longest serving APA representatives for Ohio, elected according to APA policy, if more than four APA Representatives have been elected. The Elections Committee shall be responsible for verifying the membership standing of all Director nominees.

An annual meeting of the membership (Section 9) shall be held after the election of Officers, no earlier than 90 days prior to the start of the fiscal year and no later than 30 days following the start of the fiscal year. This meeting shall be for the purpose of electing the Board of Directors and reporting to the membership on the actions of the Association. The Elections Committee shall present the slate of Directors for election. There shall be no provision for write-in ballots or nominations from the floor.

Elections shall be by majority of the votes cast by members present at the Annual Meeting, to a term beginning at the start of the fiscal year, or immediately upon their election, whichever is later. They shall continue to serve as Directors until the election of their successors or until earlier resignation, removal from office, or death.

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Should there be new APA Representative(s) elected according to APA policies at any time, a special meeting of the membership shall be called at first Board of Directors meeting following announcement of APA Representative election results. At that time, the President-Elect, in his or her role as chair of the Elections Committee, will nominate the two longest serving duly elected APA Representatives as Directors. Those receiving a majority of the votes cast by members present shall be elected as Director to serve until the next regular election of Directors. There shall be no provision for write-in ballots or nominations from the floor.

SECTION 5: COMMITTEES

The Association shall establish such Standing Committees as are necessary for the effective operation of the Association. Committees shall be defined in Association policies and shall be approved by the Board of Directors.

Ad hoc committees may be established by the President, with approval by the Board of Directors, or may be created upon direct recommendation and approval of the Board of Directors. Ad hoc Committees are time limited and must be re-appointed annually.

SECTION 6: AFFILIATIONS

In addition to officers and directors, the Board of Directors may affiliate with Regional Psychology Groups, Special Interest Groups or other professional or civic organizations of members or related professionals that have missions and goals that are believed to be consistent with and advance the mission of the Ohio Psychological Association. Such groups in good standing as defined in these regulations, whether a Regional Psychology Group, Special Interest Group (SIG), Affiliated Organization, or Non-Affiliated Organization, may have representation on the Board of Directors. Only those representatives in good standing through recognized Regional Psychology Groups shall be eligible to be Directors, as defined in these regulations and Association policy. All other representatives in good standing shall be invited to Board activities but are not Directors and they do not have the rights or responsibilities of Directors.

6.1 Regional Psychology Groups

Groups comprised of at least 25 psychologists, 50% or more of which are full members of the Ohio Psychological Association, defined primarily by geographic region within Ohio, may apply for recognition as regional psychology groups, entitling them to a seat on the Board of Directors as detailed elsewhere in these regulations. Regional Groups must have by-laws or regulations, elected officers, defined fiscal and membership structures, and their mission and goals must be consistent with those of the Association. Regional Psychology Groups must be delineated by geography, not by special interest, specialty, issue, theoretical orientation or content.

Upon receipt of written request to be recognized as a regional psychology group and verification that the requirements in these regulations are met, the application for recognition will be presented to the Board of Directors for action. If the application for recognition is approved, the Regional Psychology Group may then recommend a nominee to the President of the Ohio Psychological Association for appointment to the Board of Directors. If approved, that group will maintain the right to nominate a Director representing that regional group each year, provided that all qualifications for recognition continue to be met. If the number of Directors representing regional groups is greater than 8, a maximum of 8 will be named as Directors, according to Association policy. Each Director nominee must be a full Member of the Ohio Psychological Association and be approved by the Elections Committee for election as a Director at an annual or special Members Meeting (Section 4.2 and Section 9).

6.2 Special Interest Groups

Groups comprised of at least 20 psychologists, 50% or more of which are full members of the Ohio Psychological Association, whose membership is defined by special interest, specialty, scope of practice, issue, geography, and/or other specific feature, and whose mission and goals are consistent with those of the association, may apply for recognition as special interest groups and may apply to have a representative of the Special Interest Group on the Board of Directors of the Association. Upon receipt of written request to be recognized as a special interest group and verification that the requirements in these regulations are met, the application for recognition will be presented to the Board of Directors for action. If recognized, a Special Interest Group may recommend a member, who must be a full member of the Ohio Psychological Association, to the incoming President-Elect of the Association as a

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Representative to the Board of Directors. Special Interest Group Representatives are not Directors nor do they have the rights and responsibilities of Directors.

Upon annual submission of membership and verification of all criteria in Association Policy and in these regulations, the Special Interest Group may maintain a representative to the Association, to be renewed annually. Such representation may be terminated by the Board of Directors at any time and shall be terminated by the Board of Directors in the event that the conditions of representation as a Special Interest Group cease to be met.

6.3 Affiliated Organizations

The Association may seek to be affiliated with professional and/or civic organizations or coalitions having similar or allied aims. Such organizations may, upon approval by the Board of Directors, be considered for unilateral or reciprocal Board of Director representation. Affiliate Organization Representatives are not Directors and do not have the associated rights and responsibilities of Directors.

Upon annual submission of membership and verification of all criteria in Association Policy and in these regulations, the Affiliated Organization may maintain a representative to the Association, to be renewed annually. Such Affiliations may be terminated by the Board of Directors at any time and shall be terminated by the Board of Directors in the event that the conditions of affiliation cease to be met.

6.4 Non-Affiliated Organizations

The Association may seek regular involvement with organizations, boards, coalitions, or other organized bodies, based upon maintenance of similar or allied aims. Unilateral or reciprocal board representation may be established on approval of the Board of Directors and mutual agreement between OPA and any organization with which this arrangement is made. Upon annual submission of membership and verification of all criteria in Association Policy and in these regulations, the Non-Affiliated Organization may maintain a representative to the Association, to be renewed annually. Such Affiliations may be terminated by the Board of Directors at any time and shall be terminated by the Board of Directors in the event that the conditions of affiliation cease to be met. Non-Affiliated Organization representatives are not Directors and do not have the associated rights and responsibilities of Directors.

SECTION 7: ADMINISTRATION

The Association shall maintain a business office and such other offices as are necessary to meet the goals and objectives of the Association. The functions of the Association office shall include the administrative details of the Association and such other general and special services as are allocated to it by the membership and the Board of Directors. The Association business office shall be established at such a place and with facilities as the Board of Directors may direct.

The Board of Directors shall appoint an Executive Director, who will report directly to the Board of Directors. The Executive Director will maintain responsibility for the management of the activities of the Association office, and any administrative and/or professional staff and/or consultants necessary for the effective functioning of the Association, consistent with the budget and strategic plan for the Association. The Board of Directors shall approve appointments of all professional personnel or consultants to the Association.

The fiscal year of the Association shall end August 31 and begin September 1. There shall be an annual report on the operations of the Association business office and any other Association offices to the Board of Directors and to the membership. The President and/or such other person as is approved by the Executive Committee shall be the person to whom all Association employees and consultants report. The President and/or other approved person as defined in Association Policy shall be responsible for all administrative matters and accountable to the Executive Committee and the Board of Directors in these matters.

SECTION 8: DUES AND ASSESSMENTS

The Board of Directors, consistent with Association Policy, shall determine dues and dues structure of this Association. An annual dues increase totaling greater than 10% across all membership categories must be recommended by the Board of Directors and approved by the membership by vote at an Annual or Special Meeting of members or by mail ballot. The proposed changes shall be sent to the membership by mail or electronic

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communication no less than 30 days before the vote. If action on changes is taken at an Annual or Special Meeting of members, such action is subject to a referendum as defined in these regulations.

Dues statements shall be sent out at least 30 days prior to the beginning of the new fiscal year. Reminder notices shall be sent out two months later to members who have not paid dues. If dues are delinquent in excess of six months the member shall be notified of delinquency and dropped from membership.

SECTION 9: MEMBERSHIP MEETINGS

The membership of the Association shall meet at times and places designated by the Board of Directors, with a minimum of one meeting annually which shall include a business meeting and election of Directors as defined in Section 4.2. Special meetings may be called at the discretion of the Board of Directors or by petition from ten percent of the membership. At association meetings, a quorum shall consist of those voting members present. Any action taken at an Annual or Special meeting may at the discretion of the Board of Directors, or by petition from two percent of the membership, be submitted to the membership for vote, conducted by mail ballot. The results of which shall be binding and shall supercede any such reconsidered action taken at an annual or special meeting of the Association.

All meetings of the Association and the Board of Directors shall be conducted in accordance with a parliamentary system adopted by the Board of Directors. Notice to all members of the time and place of all Annual and Special Meetings, and the purpose(s) of all Special Meetings may be made by electronic mail and/or in publications, newsletters, or other written material sent to all members at least 30 days, but no longer than 90 days, prior to the scheduled meeting.

Comment [PC1]: Amended at Annual Members meeting held on October 19, 2002 in Columbus Ohio.

SECTION 10: AMENDMENTS

The regulations may be amended by either (a) a two-thirds vote of the members present at any Annual or Special Meeting of members, or by (b) a two-thirds vote of those responding to a mail ballot sent to all members. The proposed amendments shall be sent to the membership by mail or electronic communication at least 90 days, but no less than 30 days before a vote is taken either at an Annual or Special Meeting of members or shall be sent with a mail ballot. If the membership takes action on an amendment at an Annual or Special Meeting of members, such action is subject to a referendum as defined in these regulations.

SECTION 11: REFERENDA

Upon petition in writing by two percent of the members, or upon request of one-third of the Board of Directors, any action taken by the Board of Directors or by the members at an Annual or Special Members Meeting shall be referred to a mail vote of members of the Association. A majority of those returning ballots shall determine the action.

SECTION 12: DISSOLUTION AND DISPOSITIONS OF ASSETS

In case of dissolution of the Ohio Psychological Association, Association members may grant Association assets to one or more organizations not for profit whose aims and purposes, in the judgment of the members, most clearly approximate those of the Ohio Psychological Association and which conform to any tax or other legal requirements then in effect for the disposition of assets.

RATIFICATION

These revised regulations shall be in force at the start of the next fiscal year after being approved by member vote in 2001.