

*The Mission of Division I is to be the most powerful voice to promote and advocate
for the professional practice of psychology.*



**Division I Bylaws
The Division of Clinical
and Professional Practice
A Division of the
California Psychological Association**

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A Division of the California Psychological Association
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Bylaws of Division I

A Division of the California Psychological Association

ARTICLE I. NAME

This organization shall be known as the "Division of Clinical and Professional Practice", Division I of the California Psychological Association.

ARTICLE II. PURPOSE

The Division subscribes to the general purposes of the California Psychological Association. In addition, it provides a formal organization especially devoted to the study and practice of clinical psychology and advocacy for the profession. The Division is committed to ensuring the qualifications of psychologists through high standards of education, achievement, professional ethics, and conduct, and in the application of research findings.

ARTICLE III. PARTICIPATION

Section 1: The Division

The Division shall consist of six categories of participation: (a) Full Member, (b) Associate Member, (c) Student Member, (d) Life Member, (e) Honorary Member, and (f) Out of State Member. Individuals at all levels of participation in the Division must have concurrent membership in the California Psychological Association. Individuals must hold participation at the highest level for which they are eligible.

Section 2: Full Members

A Full Member shall hold a doctorate in psychology and must be licensed as a psychologist in California or have a Diploma from the American Board of Professional Psychology. Full members shall be entitled to all rights and privileges of the Division without restriction.

Section 3: Associate Members

An Associate Member shall hold a master's degree in psychology or an equivalent degree. Associate members shall have all of the rights and privileges of division I membership except the right to vote, hold office, or serve on the Board of Directors. Those who hold a doctorate in psychology but do not hold a psychology license, or who practice under a license other than a psychology license, are Associate Members. Those persons who meet this definition but are Full Members as of the effective date of this bylaw revision shall be grandfathered in as Full Members.

Section 4: Student Members

Student participants shall be members of the California Psychological Association Graduate Students (CPAGS). Student members are matriculating students in a psychology graduate program, or postdoctoral fellows in an organized psychology training program within a clinic, hospital, industrial, or university setting. Student members shall be entitled to all the rights and privileges of the Division not specifically denied them in these Bylaws except the right to vote or Chair a Committee in the Division.

However, a CPAGS Representative duly elected by CPAGS to serve on the Division Board of Directors, or appointed by the Division Chair to serve on a committee or taskforce shall have the right to vote when serving in that capacity.

Section 5: Life Members

Any Full Member or Associate Member who qualifies as a Life Member of CPA shall also be granted Life Member status in the Division.

Section 6: Honorary Members

Honorary Members shall consist of members designated by the Board of Directors for assistance to psychology or to Division I. Honorary Members shall have all the rights and privileges of the Division not specifically denied them in these bylaws except the right to vote or hold office in the Division.

Section 7: Out of State Members

Psychologists who reside outside of the state of California and who otherwise qualify for another category of membership shall be Out-of-State members entitled to all the rights and privileges not specifically denied them in these Bylaws except for the right to vote, serve on the Board, or hold office in the Division.

Section 8: Application

Applicants shall submit a written application for membership. A person must apply for participation at the highest level for which he/she is qualified.

Section 9: Suspension and Expulsion

Members may be expelled or suspended from the Division membership for nonpayment of fees, periodic dues, or assessments or for conduct that the Board deems inimical to the best interests of the Division. This behavior shall include but not be limited to unethical or unprofessional conduct and flagrant violation of any provision of these Bylaws or failure to satisfy membership qualifications. A suspended member shall not be entitled to vote.

Any individual expelled from membership in CPA shall automatically be expelled from membership in the Division.

Any expulsion, suspension, or termination shall be done in good faith and in a fair and reasonable manner in accordance with the process set forward in Section II.4.c of the bylaws of the California Psychological Association.

ARTICLE IV. SECTIONS

Section 1: Authority to Create, Dissolve and Oversee Sections

The Board shall have the authority to prescribe terms and conditions for the creation and dissolution of Sections and to establish and enforce the requirements for their operation.

Section 2: Requirements for Sections

Sections represent specialty areas of interest amongst Division I members. Sections must adhere to the following requirements:

- a. All Section members must be Division I members.
- b. Sections must submit, in writing, an annual statement of goals and programs for the Division I Board approval.
- c. Sections must comply with all other requirements that the Division I Board may choose to adopt as part of the policies and procedures of the organization.
- d. Allocation of Funds: Sections may be allocated specific sums annually for their activities by the Division I Board.

ARTICLE V. BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall consist of:

- a. Chair;
- b. Chair-elect;
- c. Immediate Past Chair;
- d. Treasurer;
- e. Treasurer-elect (in alternate years);
- f. Student Member as defined by Article III, Section 4, elected in the manner and for terms as set forth in Article VII below;
- g. Directors at large. There will be between 3 and 6 directors at large, not to exceed a total of 6 directors at large. Each year the Board of Directors will determine the number of directors at large for the coming year.
- h. The Chair will assign the duties of Secretary to one Director-at-Large. The duties of the Secretary will include maintaining accurate minutes of Board meetings and providing copies of the minutes to the Board.

Section 2: Expert Resource to the Board (not a Director)

- a. CPA Director of Professional Affairs
- b. Such other resources as the Board of Directors may choose to appoint

Section 3: Meetings

- a. Regular Meetings.
Regular meeting of the Board of Directors shall be held at least once per year.
- b. Special Meetings.
Special meetings of the Board of Directors may be called by the Chair or by five or more Directors, or 15 members of the Division.

The meeting may be called by mail or electronic communication not less than one week prior to the set time for the special meeting and shall give notice of the time and place of such meeting.

c. **Agenda.**

The Board of Directors is required to place on its agenda any item or proposal petitioned by fifteen or more participants of the Division.

Section 4: Vacancies

Vacancies occurring on the Board of Directors shall be filled by a majority vote of the Board of Directors. Officers or Directors so elected shall serve only until the next annual election. The Division I Board in collaboration with CPAGS shall fill vacancies in the Student Member position.

Section 5: Resignation of Officer or Director Because of Absence from Duty

Any Officer or Director who shall have accumulated two consecutive unexcused absences from meetings of the Board of Directors may be considered as having resigned from the Board, and the Board of Directors shall, in its discretion, declare the position vacant and shall fill the vacancy by majority vote of the Board of Directors in the manner set forth in Section 4 of this Article.

Section 6: Quorum and Voting

A quorum shall be at least sixty percent (60%) of the total Board of Directors. Once a quorum has been established, it shall be maintained unless the number of Directors present falls below forty percent (40%) of the total Board of Directors. Board members occupying more than one office shall be entitled only to one vote.

ARTICLE VI. DUTIES OF OFFICERS

Section 1: Officers

The Officers of the Division shall consist of: (a) the Chair, (b) the Chair-elect, (c) the immediate Past Chair, (d) the Treasurer, (e) and the Treasurer-elect (in alternate years)..

Section 2: Chair

The Chair shall exercise leadership and general supervision over the affairs of the Division. This person shall preside at all meetings of the Board of Directors and shall serve ex officio with vote on all standing and special committees of the Division, except the Nominations and Elections Committee. The Chair shall also assume such other duties as specified in these Bylaws.

Section 3: Chair-elect

The Chair-elect shall assume the duties of the Chair in the absence of the latter, shall serve ex officio with vote on all standing and special committees of the Division, except the Nominations and Elections Committee, and shall have such additional duties as may be designated by the Board of Directors.

Section 4: Past Chair

The Past Chair shall serve as Chair of the Nominations and Elections Committee and shall have such additional duties as may be designated by the Board of Directors.

Section 5: Treasurer-elect

The Treasurer-elect shall assist the Treasurer and shall have such additional duties as may be designated by the Board of Directors.

Section 6: Treasurer

The Treasurer shall be custodian of all Division funds and shall present regular reports to the Board of Directors. After audit or financial review and approval by the Board of Directors, the Treasurer shall present to the participants of the Division annually a statement of the financial standing of the Division, including income and expenditures during the past calendar year.

ARTICLE VII. ELECTION OF OFFICERS AND DIRECTORS

Section 1: Minimum Requirements

With the exception of the Student Member, nominees for office must be Full Members of the Division in good standing at the time of nomination. Nominees for the Student Member position must be a Student Member of the Division (as defined in Article III, Section4) in good standing at the time of nomination.

Section 2: Terms of Office: Directors

Directors shall be elected to serve three-year terms.

Section 3: Terms of Office: Officers

- a. The Chair-elect shall be elected for a one-year term and shall automatically succeed to the position of Chair upon expiration of the term as Chair-elect.

- b. The Chair shall have just completed the term as Chair-elect and shall serve as Chair for one year.

- c. The Past Chair shall be the most recently retired Chair and shall serve as Past Chair for one year.

- d. The Treasurer-elect shall be elected for a one-year term in alternate years and shall automatically succeed to the position of Treasurer upon the expiration of the term as Treasurer-elect.

- e. The Treasurer shall have just completed the term as Treasurer-elect and shall serve as Treasurer for two years.

Section 4: Consecutive Terms

With the exception of the Student Member Director, Officers and Directors may succeed themselves in the same position for no more than two consecutive terms. Completion of 50%, or more, of a term shall be considered a full term of service. Eligibility for nomination, after serving the maximum number of consecutive terms, shall be reestablished after an absence of one year.

Section 5: Election

With the exception of the Student Member Director, election of Officers and Directors shall be conducted annually by a mail or email ballot circulated to all voting participants of the Division, as set forth in Article VIII below. The Student Member Director shall be elected by CPAGS in a manner set forth by Division I Board in collaboration with CPAGS.

ARTICLE VIII. NOMINATIONS AND ELECTIONS PROCEDURES

Section 1: Nominations and Elections Committee

The Past Chair, as Chair of the Nominations and Elections Committee, shall name two additional Members, approved by the Board of Directors, to serve on Nominations and Elections Committee.

Section 2: Call for Nominations

A request for nominations for each office to be filled shall be sent to all voting participants of the Division. The closing date for nominations submitted by the membership shall be established annual by the Nominations and Elections Committee. Members who have obtained a minimum of 25 nominations from the membership shall automatically be placed in nomination. Nominees shall be required, to acknowledge in writing their willingness to serve, and to provide the Nominations and Elections Committee with biographical data. Subject to the approval of the Board of Directors, the Nominations and Elections Committee shall strive to obtain a slate of candidates such that a minimum of two nominees for each vacant office shall be presented.

Section 3: Slate of Candidates

The slate shall be reported to the Board of Directors for its approval no later than August 1 of each year. If a candidate withdraws after approval of the ballot by the Board of Directors, such individual shall be considered ineligible for any position in the current election and in the next annual election. Withdrawal from candidacy must be in writing. Ballots shall be mailed or emailed to voting participants of the Division sufficiently in advance of the final Board meeting date of the year to allow for a thirty-day voting period before the deadline for return of ballots.

Section 4: Counting of Votes

The candidates receiving the highest numbers of votes for each office shall be declared winners for their respective offices. In the event of a tie, the Board of Directors shall be empowered to declare the winner by a simple majority vote.

Section 5: Disqualification from Nominations and Elections Committee

If one of the members of the Nominations and Elections Committee is nominated for office, that person shall become disqualified as a member of the Nominations and Elections Committee and the Committee Chair shall name a replacement.

In the event that the Nominations and Elections Committee Chair is nominated for office, the Chair of the Division shall name a new Committee Chair.

Section 6: Endorsement of Candidates in Other Elections

The Division Board of Directors may endorse candidates for elected positions outside of their Division when two-thirds of the Board of Directors supports such an endorsement. The Board of Directors may endorse more than one candidate for each office.

ARTICLE IX. COMMITTEES OF THE BOARD

Section 1: Standing Committees

The standing committees of the Division shall be the Nominations and Elections Committee and the Finance Committee. The Treasurer shall serve as the Chair of the Finance Committee and the Immediate Past Chair shall serve as Chair of the Nominations and Elections Committee.

Members of standing committees must be Division I participants in good standing. All participants serving on a committee shall serve with vote on that committee, irrespective of their level of participation in the Division. All committees shall be required to hold regular meetings with a prepared agenda, to maintain minutes and to issue an annual report to the Board of Directors.

Section 2: Other Committees

The Chair shall appoint such other committees, standing or special, as the Board of Directors shall deem necessary for the work of the Division.

ARTICLE X. MEETINGS

Section 1: Meetings

The Division shall meet at times and places designated by the Board of Directors.

Section 2: Annual Meeting

One meeting of the Division each year shall be designated as the Annual Meeting. Formal notice of this meeting shall be distributed to all Division members at least thirty days prior to the date of the meeting.

Section 3: Rules of Order

The rules contained in the latest edition of Robert's Rules of Order shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Division may adopt.

ARTICLE XI. DUES AND ASSESSMENTS

Section 1: Annual Dues

The annual dues shall be payable on or before January 1 of each year and shall cover the period from January 1 through December 31 of each year.

Section 2: Resignation by Nonpayment of Dues

Participants in any category, who have not paid their required dues, shall be considered as having resigned and shall be dropped from participation in the Division.

Section 3: Reinstatement after Resignation through Nonpayment of Dues

Participants in any category who have resigned from participation through nonpayment of dues may be reinstated only upon payment of the current year's dues plus a reinstatement fee, as determined by the Board of Directors.

Section 4: Reinstatement after Voluntary Resignation

Participants in any category who have resigned from the Division at a time when their dues are current shall be reinstated upon payment of the current year's dues.

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1: Amendments

These Bylaws may be amended and, when ratified as stated in Section 3 of this Article, the amendments shall have the force of Bylaws.

Section 2: Substantive and Non-Substantive Amendments

Any proposed amendment to the Bylaws shall first be designated as substantive or non-substantive. A proposed amendment shall be designated as substantive if it would: (a) materially and adversely affect the rights of members as to voting, dissolution, or redemption, or transfer of memberships; (b) increase or decrease the number of memberships authorized in total or for any class; (c) effect an exchange, reclassification, or cancellation of all or any part of the memberships; (d) authorize a new class of membership; or (e) specify or change a fixed number of Directors or the maximum or minimum number of Directors or change from a fixed to a variable number of Directors or vice versa. Any proposed amendment supported by a petition signed by ten percent (10 %) of the Members of the Division shall be designated as substantive.

Section 3: Ratification of Amendments

The Board of Directors, by majority vote, may ratify a proposed non-substantive amendment to the Bylaws. Substantive amendments must be presented to the Members of the Division. Such proposed substantive amendments to the Bylaws shall be presented to the Members of the Division in writing by mail or electronic ballot, together with a summary of arguments for and against the amendment. A two-thirds majority of the Members voting or a simple majority of the total Members in good standing, whichever is less, shall be required for ratification of the Amendments.