The mission of CPAGS is to promote the highest standards in the development and training of graduate students in the study of psychology within the state of California.

Bylaws

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# California Psychological Association of Graduate Students
## Bylaws

## Table of Contents

**ARTICLE I: MISSION, GOVERNING BODY AND DIVERSITY STATEMENT**
- Section I.1: Mission
- Section I.2: Governing Body
- Section I.3: Diversity Statement
- Section I.4: Number of Directors

**ARTICLE II: MEMBERSHIP**
- Section II.1: CPAGS Membership
- Section II.2: Qualifications for Full Membership
- Section II.3: Qualifications for Associate Membership
- Section II.4: Application for Membership
- Section II.5: Ethical Standards
- Section II.6: Expulsion and Suspension of Members
- Section II.7: Resignation

**ARTICLE III: Board of Directors**
- Section III.1: Powers and Responsibilities
- Section III.2: Membership of the Board of Directors

**ARTICLE IV: TERMS OF OFFICE**
- Section IV.1: Election of the Board of Directors
- Section IV.2: Term of Office
- Section IV.3: Non-Concurrence
- Section IV.4: Limits of Consecutive Terms
- Section IV.5: Resignations of Directors
- Section IV.6: Removal of members of the Board
- Section IV.7: Vacancies and Succession

**ARTICLE V: DUTIES OF DIRECTORS**
- Section V.1: Duties of Directors

**ARTICLE VI: MEETINGS OF MEMBERS**
- Section VI.1: General Membership Meetings
- Section VI.2: Meetings of the Board of Directors
- Section VI.3: Meeting by Conference Call or Other Electronic Means

**ARTICLE VII: COMMITTEES**
- Section VII.1: Authority to Create Committees
- Section VII.2: Standing Committees
California Psychological Association of Graduate Students
Bylaws

ARTICLE VIII: DUES AND ASSESSMENTS

Section VIII.1: Dues, Assessments and Terms of Payment

Section VIII.2: Resignation and Reinstatement

ARTICLE IX: AMENDMENT OF BYLAWS

Section IX.1: Amendment of Bylaws
California Psychological Association of Graduate Students  
Bylaws  

The following constitutes the bylaws of the California Psychological Association of Graduate Students (CPAGS) of the California Psychological Association (CPA).

ARTICLE I: MISSION, GOVERNING BODY AND DIVERSITY STATEMENT

Section I.1: Mission
The mission of CPAGS is to promote the highest standards in the development and training of psychology graduate students within the state of California. This mission includes, but is not limited to:

I.1.a. promoting the highest standards in the teaching, training, and practice of psychology to further the education and development of graduate students involved primarily in the study of psychology;

I.1.b. facilitating the exchange of information and ideas among graduate students from all specialties of psychology;

I.1.c. representing graduate students within CPA;

I.1.d. promoting graduate student leadership development by participating in the governance structure of CPA to communicate and advocate the concerns of graduate students within CPA and CPAGS;

I.1.e. promoting the objectives of CPA and communicating its priorities to graduate students; and

I.1.f. establishing and maintaining channels of communication between CPAGS and graduate programs, universities, training centers, institutions, and other members of the psychological community.

Section I.2: Governing Body
The Board of Directors shall be the governing body of CPAGS and shall be referred to in these Bylaws as the “Board”. Individual members of the Board shall be referred to as “Directors”.

Section I.3: Diversity Statement
In principle and in practice, CPAGS values and seeks a diverse membership. CPAGS treats all people with respect and without discrimination and promotes full participation irrespective of gender, gender identity, race, religion, ethnicity, culture, national origin, age, sexual orientation, disability, language, or socioeconomic status.

CPAGS implements and adheres to policies and procedures that discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves. Subject to other provisions of these bylaws, every member of CPAGS has the same rights, privileges, duties, and responsibilities.

Section I.4: Number of Directors
The number of members of the Board of CPAGS shall be not less than five (5) or more than twenty five (25), with the exact number to be fixed (within the limit specified) by the Board.
ARTICLE II: MEMBERSHIP

Section II.1: CPAGS Membership
CPAGS Members shall have all the rights and privileges of CPA membership except the right to vote, hold office, or serve on the CPA Board. However, the CPAGS Chair serving on the CPA Board or a CPAGS member appointed to serve on a CPA committee or task force shall have the right to vote when serving in that capacity.

Section II.2: Qualifications for Full Membership
CPAGS Full members are student members of CPA that are currently enrolled in a PhD, PsyD, or EdD Psychology program, or who are engaged in a post-doctoral psychology training program.

Section II.3 Qualifications for Associate Membership
CPAGS Associate members are student members of CPA that are currently enrolled in a master's degree program in Psychology or the equivalent. CPAGS Associate members share equivalent rights and advantages of CPAGS Full members, except the right to vote or serve in an elected leadership role within CPAGS.

Section II.4: Application for Membership
Graduate students applying for membership must submit a completed membership application to CPA with adequate documentation of their qualifications for membership.

Section II.5: Ethical Standards
All members shall abide by the American Psychological Association (APA) Ethical Principles of Psychologists and Code of Conduct, applicable regulations of the Board of Psychology, Medical Board of California, and the Board of Behavioral Science Examiners of the Department of Consumer Affairs of the State of California, as they apply to students.

Section II.6: Expulsion and Suspension of Members
Members may be expelled or suspended from CPAGS membership by the CPA Board for nonpayment of fees, periodic dues or assessments, or for conduct that the CPA Board deems unethical (per the APA Code of Ethics) or inimical to the best interests of CPA or CPAGS. This behavior shall include but not be limited to: unethical or unprofessional conduct, flagrant violation of any provision of these bylaws, or failure to satisfy membership qualifications. A suspended member shall not be entitled to vote.

Any expulsion, suspension or termination by the CPA Board shall be done in good faith and in a fair and reasonable manner in accordance with the CPA Bylaws.

II.6.a. Any action challenging an expulsion, suspension, or termination of membership, including any claim alleging defective notice, must be commenced within one year after the date of the expulsion, suspension, or termination, and must be directed to CPA.

Section II.7: Resignation
A member may resign from membership at any time.
ARTICLE III: Board of Directors

All Directors are responsible to the general CPAGS membership, and to the CPA Board. The members of the Board shall assist the Chair and are expected to perform the duties outlined for their respective office as stated herein and in the CPAGS Policies and Procedures Manual.

Section III.1: Powers and Responsibilities

The Board shall have the authority to adopt policies that are consistent with CPA’s bylaws and with these bylaws and that shall be binding and enforceable to CPAGS members. The Board shall have the authority to create committees. The Board shall ensure the development, implementation, and monitoring of the CPAGS Policies and Procedures Manual. The Board will be accountable to and will communicate regularly with the CPAGS general membership.

The Board will create an annual strategic plan for CPAGS and will be responsible for periodic review of the bylaws and CPAGS Policies and Procedures Manual.

Section III.2: Membership of the Board of Directors

The Board of Directors shall consist of the Chair, Chair-Elect, Past Chair, Treasurer, Secretary, and the Directors at Large.

All members of the Board of Directors must be voting members of CPAGS and shall be elected by the membership.

ARTICLE IV: TERMS OF OFFICE

Section IV.1: Election of the Board of Directors

Members who are eligible to vote in elections shall elect each Director by ballot (mail or electronic).

Section IV.2: Term of Office

The term of office for the CPAGS Board of Directors shall be based upon the academic year (July 1 – June 30).

IV.2.a. The Chair-Elect shall be elected for a one (1) year term and shall automatically succeed to the position of Chair for a one (1) year term upon the expiration of the Chair-Elect term. Upon the expiration of the term as Chair, the Chair shall automatically succeed to the position of Past-Chair for a one (1) year term.

IV.2.b. All other Directors, including the Treasurer and Secretary, shall be elected for a one (1) year term.

Section IV.3: Non-Concurrence

No one individual shall concurrently hold more than one voting position on the CPAGS Board of Directors.
Section IV.4: Limits of Consecutive Terms
Directors shall serve for no more than two (2) consecutive terms in the same position. For the purposes of this section, completion of more than fifty percent (50%) of a term shall be considered a full term of service. After serving the maximum allowable number of terms, a member will be eligible to run for the same position after an absence of one (1) year.

Section IV.5: Resignations of Directors
Any Director may resign by giving written notice to the Chair or the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice unless otherwise specified therein.

Section IV.6: Removal of members of the Board
The Board of Directors may declare vacant the seat of a Director if the Director is unable to fulfill the duties of the position; is convicted of a felony, violates the duties specified in the California Non-Profit Corporate Code, violates the APA Ethical Standards, is no longer a graduate student in good standing in the Director’s respective program, or if the Board of Directors determines that the Director is failing to fulfill the duties of the position.

Section IV.7: Vacancies and Succession
If the office of Chair becomes vacant, the Chair-Elect shall succeed to the higher office. If the position of Chair-Elect becomes vacant, the position shall be filled by a membership election held within sixty (60) days of the position being vacated, and the newly elected Chair-Elect shall begin serving in the position immediately upon being elected. If the position of the Past-Chair becomes vacant it will remain vacant for the remainder of the term. If the vacancy involves any other Director, the Board of Directors shall appoint a replacement for the remainder of the term.

ARTICLE V: DUTIES OF DIRECTORS

Section V.1: Duties of Directors
Subject to these bylaws and the CPAGS Policies and Procedures Manual, the Board of Directors is charged with the overall responsibility for controlling and managing the affairs and business of CPAGS in accordance with these bylaws and the CPAGS’ Policies and Procedures Manual. Furthermore, all Directors shall have the following duties:

V.1.a. To endeavor to fulfill the CPAGS mission and comply with the strategic plan.

V.1.b. To facilitate the conduct of CPAGS’ affairs among CPAGS members.

V.1.c. To recommend members from CPAGS for appointment to committees and leadership positions, and, when vacant, Board positions.

V.1.d. The Chair is responsible for the execution of all duties for CPAGS Chair as outlined in these bylaws and the CPAGS Policies and Procedures Manual under Elected Position Descriptions. The Chair shall preside over and ensure the integrity of the Board’s processes and shall exercise general supervision over the affairs of CPAGS as spokesperson. The Chair shall serve as ex-officio on all committees of CPAGS. The Chair shall preside at all meetings of the Board and the general membership of CPAGS. The Chair shall also serve on the CPA Board of Directors as a voting member, unless otherwise dictated by the CPA bylaws.
V.1.e. The Chair-Elect is responsible for the execution of all CPAGS Chair-Elect duties as outlined in the CPAGS Policies and Procedures Manual under Elected Position Descriptions. The Chair-Elect shall preside over the annual strategic planning meeting held at the end of the academic year (June). The Chair-Elect shall assume the duties of the Chair in the Chair’s absence.

V.1.f. The immediate Past-Chair is responsible for the execution of all CPAGS Past-Chair duties as outlined in the CPAGS Policies and Procedures Manual under Elected Position Descriptions. The immediate Past-Chair shall serve in an advisory capacity to assist the Chair and Chair-Elect in the fulfillment of their duties. The immediate Past-Chair shall assume the duties of the Chair in the absence of the Chair and Chair-Elect.

V.1.g. The Secretary is responsible for the execution of all CPAGS Secretary duties as outlined in the CPAGS Policies and Procedures Manual under Elected Position Descriptions. The Secretary shall ensure the accuracy of all Board meeting minutes and provide them to the Board. The Secretary shall be the custodian of all CPAGS records.

V.1.h. The Treasurer is responsible for the execution of all CPAGS Treasurer duties as outlined in the CPAGS Policies and Procedures Manual under Elected Position Descriptions. The Treasurer shall serve as Chair of the CPAGS Finance Committee and as a member of the CPA Finance Committee, unless otherwise dictated by the CPA bylaws.

ARTICLE VI: MEETINGS OF MEMBERS

Section VI.1: General Membership Meetings
CPAGS shall hold an annual general membership meeting. The Board of Directors shall submit a report of its business for the year, including summary reports from the Treasurer and the Chair. Other business shall be transacted if properly brought before the meeting. Special meetings may be held for the general membership as specified below.

VI.1.a. The Chair, a majority of the Board of Directors, or five (5) percent or more of the CPAGS voting members may call a special meeting of the general membership.

VI.1.b The Chair or whoever has called the Special General Membership Meeting must give CPAGS members at least thirty (30), but not more than ninety (90) days’ notice of the special meeting. No business, other than the stated business (the general nature of which is set forth in the notice of the meeting) may be transacted at a special meeting.

VI.1.c. The presence of five (5) percent of the CPAGS voting membership in good standing shall constitute a quorum at the Special General Membership meeting. Whenever a quorum is present, an act or decision made by a majority of those present is a valid act or decision. No action shall amend or contradict any provisions of the bylaws. Proxy voting is not permitted.

Section VI.2: Meetings of the Board of Directors
The Board of Directors will participate in meetings on at least a quarterly basis to conduct CPAGS business. A quorum must be established to conduct business in the form of voting. The place and date for each meeting shall be noticed no later than one (1) month prior to the date set for the meeting.
VI.2.a. A Strategic Planning Meeting shall be held at least once per year. The place and date for
this meeting shall be announced no later than one (1) month prior to the date set for the meeting.
The meeting shall be set for the end of the academic year (June) to ensure the smooth transition
of the CPAGS Board from one term to the next.

VI.2.b. A quorum is established when sixty (60) percent of the Board are present. Once a quorum
is established, it is maintained unless the number of Directors present falls below one-half of the
number of Directors that are presently on the Board. Each Director is entitled to no more than one
vote. Proxy voting is not permitted.

VI.2.c. The CPAGS Chair or thirty (30) percent of the Board may call special meetings of the Board
of Directors. Notice of special meetings shall be given by mail or email (sent to the email address
specified by each member of the Board at the Strategic Planning Meeting).

Section VI.3: Meeting by Conference Call or Other Electronic Means
The Board of Directors may hold a meeting and conduct official business by conference call or other
electronic means so long as a quorum is present, all participants can communicate with all the other
members concurrently, and there are stated instructions for determining a quorum and recognizing
speakers. All votes must be taken by roll call, and agendas must be available to all participants, in
accordance with California Corporation Laws.

ARTICLE VII: COMMITTEES

Section VII.1: Authority to Create Committees
The Board of Directors may create and appoint such committees, sub-committees, task forces, or
work groups it deems necessary to conduct business. The Board shall provide an appropriate
statement of the mission of the committee, sub-committee, task force, or work group, and shall specify
the reporting requirements. The CPAGS Chair shall appoint a Chair to preside over the newly created
group. The Board shall also specify the precise limitations of the committee’s authority to act on behalf
of CPAGS. If the Board determines that a created committee should become a standing committee,
an amendment to the bylaws must be made per Section IX.

Section VII.2: Standing Committees
Standing Committee Chairs serve as Directors on the CPAGS Board. Standing Committees shall be
chaired by Directors at Large elected in accordance with Article IV of these bylaws. The Committee
Chairs shall appoint the other members of their respective committee. All Standing Committees shall
report to the Board. All Standing Committees shall have prepared agendas and keep minutes of all
meetings. The Standing Committees are:

VII.2.a. Advocacy Committee
The Advocacy Committee shall consist of at least three (3) members. The committee shall include
the Director at Large for Advocacy serving as Chair, the CPAGS Chair-Elect, the Division I
Representative, and any other members appointed by the Advocacy Committee Chair. The
committee shall inform graduate students about current legislative issues, train students on
leadership and advocacy issues, and plan and coordinate all student activities related to advocacy.
VII.2.b. Communications Committee
The Communications Committee shall consist of at least two (2) members that shall include the Director at Large for Communications serving as Chair, the CPAGS Chair, and any other members appointed by the Communications Committee Chair. The purpose of the committee is to serve as an educational resource for the membership, oversee the CPAGS website, and oversee all CPAGS member communications through the creation, revision, and distribution of all marketing and membership materials.

VII.2.c. Convention Committee
The Convention Committee shall consist of at least three (3) members that shall include the Director at Large for Convention serving as Chair, the CPAGS Chair and Past-Chair, and any other members appointed by the Convention Committee Chair. The purpose of the committee is to plan, coordinate, and execute all aspects of graduate student programming and volunteer needs at the annual CPA convention.

VII.2.d. Diversity and Social Justice Committee
The Diversity and Social Justice Committee shall consist of at least two (2) members that shall include the Director at Large for Diversity and Social Justice serving as Chair, the Division VII Representative, and any other members appointed by the Diversity and Social Justice Committee Chair. The committee shall be responsible for planning, coordinating, and executing programs focused on education and research related to diversity concerns within the field of psychology.

VII.2.e. Finance Committee
The Finance Committee shall consist of at least two (2) members that shall include the CPAGS Treasurer serving as Chair, the CPAGS Chair-Elect, and any other members appointed by the Finance Committee Chair. The Finance Committee shall be responsible for overseeing the financial operations and the budget of CPAGS as well as the fundraising and sponsorship activities for CPAGS. The Finance Committee Chair will report to and provide recommendations for the Board’s approval. The committee shall abide by the rules and limitations that apply to all non-profit organizations and will work closely with CPA’s staff liaison to CPAGS.

VII.2.f. Membership Committee
The Membership Committee shall consist of at least two (2) members that shall include the Director at Large for Membership serving as Chair, the Chair-Elect, and any other members appointed by the Membership Committee Chair. The Committee shall be responsible for initiating and monitoring recruitment and retention of members, reviewing all membership materials, making recommendations to the Board for action, and making recommendations to the CPA Board regarding member benefits.

ARTICLE VIII: DUES AND ASSESSMENTS

Section VIII.1: Dues, Assessments and Terms of Payment
The CPA Board shall set CPAGS dues and fees, make assessments, and set the terms of payment. Dues shall be payable on or before a specified date of each year and shall cover up to a twelve (12) month period for each membership class, as defined by the CPA terms of membership.
Section VIII.2: Resignation and Reinstatement
CPAGS members who have not paid their dues within sixty (60) days of the due date will be considered as having resigned from membership. Members who resign from CPA at a time when they are in good standing may be reinstated upon payment of the current year's dues.

ARTICLE IX: AMENDMENT OF BYLAWS

Section IX.1: Amendment of Bylaws
IX.1.a. These bylaws can be amended or repealed by a two-thirds vote of the Board of Directors, with notice, or by a vote of two-thirds of the voting members of CPAGS, provided that the certain amendments to the bylaws are approved and are not in conflict with the laws specified in the California Nonprofit Corporation Law, including those that materially and adversely affect the rights of members or change the authorized number of Officers (not less than five (5) or more than fifteen (15)). Amendments to these bylaws must be approved by the CPA Board of Directors.