



Georgia
Psychological
Association

POLICIES AND PROCEDURES

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ARTICLE I BOARD OF DIRECTORS

Section 1. Composition

- A. The 14 members of the Board of Directors (BOD) are comprised of the seven members of the Executive Committee and the seven Directorate Representatives (DRs). (See Appendix A.)
- B. No BOD member may occupy more than one position on the BOD.
- C. All BOD members must be dues-paying members of GPA in good standing.

Section 2. Executive Committee (EC)

- A. The EC consists of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Vice President, American Psychological Association (APA) Council Representative, and the Executive Director (ED), as an ex-officio, non-voting member. All voting members of the EC are elected by GPA members for terms that shall begin July 1 and end June 30, except for the APA Council Representative whose term and election is dictated by APA procedures.
- B. Responsibilities and Duties of the EC:
 - 1. The EC serves in a role of advisement and consultation to staff and leaders of GPA between meetings of the BOD.
 - 2. Meetings of the EC are typically held by conference call approximately every six weeks to discuss issues of concern and interest to GPA between regular meetings of the BOD. The EC may take action only on issues that are time sensitive and fall within its purview (e.g., agendas for BOD meetings, emergencies related to personnel or finances, approval of new ethics committee members, etc.).
 - 3. The President, in consultation with the ED, will determine the need for each EC meeting and may decide a meeting is not necessary. It is then the responsibility of the ED to alert the members of the EC to the cancellation of the meeting at least three days in advance of the scheduled meeting.
 - 4. The EC ensures that the GPA budget is prepared and approved by the BOD no later than the last BOD meeting of each fiscal year.
 - 5. Each EC member manages a portfolio that consist of various entities within GPA, including directorates and their respective committees, non-directorate committees, and liaisons. (See Appendix B.)
 - 6. At least two weeks prior to each BOD meeting, each member of the EC will submit a report on the work of entities within their assigned portfolio.
 - 7. Based on these reports, it is the responsibility of each member of the EC to submit any items that need to be included on the agenda for BOD meetings and to request the necessary amount of time to be allocated to each item.
 - 8. A member of the EC may serve as chair of a task force or work group, but only for a period not to exceed 12 months.

Section 3. Presidents' Council (PC)

- A. The PC consists of the Immediate Past-President, President, President-Elect, and the Executive Director (ED), as an ex-officio, non-voting member.
- B. Responsibilities and Duties of the PC:
 - 1. The PC serves the function of mutual advisement and leadership.
 - 2. Meetings of the PC will typically be held by conference call and are scheduled at the direction of the President.
 - 3. The PC supports and guides the ED.
 - 4. Beyond the duties outlined in this section, the PC cannot take action.

Section 4. Duties of the BOD

- A. BOD members are responsible for the well-being of GPA. These responsibilities are outlined in commitment forms as designated by the ED. These documents are distributed to members of the BOD, and all BOD members must sign and date the documents before the member can serve.
- B. BOD members shall perform all duties assigned or delegated to the position to which they have been appointed or elected.
- C. BOD members are expected to attend all BOD meetings. Absences from BOD meetings may result in removal from office.
- D. The BOD governs and sets policy for GPA.
- E. The BOD has authority and exercises good fiduciary supervision and control over the property, funds, subsidiaries, gifts and affairs of GPA.
- F. The BOD adopts a final budget after appropriate review by the Financial Committee and upon recommendation of the Treasurer and ED.
- G. The BOD hires the ED and authorizes the salary and related expenses through the budgeting process.
- H. The BOD has final approval of all Chairs, DRs, and appointments submitted by the President-Elect, as well as replacement appointments.
- I. The BOD may revoke the membership of a GPA member based on the recommendation of the Ethics Committee.
- J. BOD members shall exercise discretion regarding the disclosure of GPA business to any outside party without authorization of the President or ED. Information provided to the BOD may concern personnel, financial, contractual, membership, or legal matters that if improperly disclosed could be harmful to the best interests of GPA or create a legal liability for GPA.
- K. BOD members shall conduct themselves so as to reflect positively on GPA and BOD while respecting the integrity of fellow BOD members and striving to advance unity within the leadership and GPA.
- L. BOD members shall not engage in any activity that conflicts with the interests of GPA. BOD members shall not solicit GPA members for any reason that is not directly related to the business of GPA and shall disclose to the President any potential conflict of interest related to participation in transactions or actions in which they benefit.
- M. BOD members shall comply with all statutes applying to non-profit associations and the terms of GPA's Articles of Incorporation, By-laws, Policies and Procedures, and other policies adopted by the BOD.
- N. To prepare for their year of service, BOD members are expected to attend the leadership retreat.
- O. BOD members are expected to make an annual contribution to the Georgia Psychological Foundation (GPF) and the GPA Political Action Committee (PAC) based upon their individual resources.

Section 5. BOD Meeting Procedures

- A. Meeting Schedule and Attendance:
 - 1. The BOD meets at least quarterly and preferably five times per fiscal year.
 - 2. The BOD may hold emergency meetings as called by the President.
 - 3. BOD members are expected to attend all BOD meetings.
 - 4. BOD members are expected to review all information and materials pertaining to BOD business prior to scheduled meetings and report on activities within their purview on a timely basis.
 - 5. BOD meetings are open for GPA members to attend.
- B. Meeting Packet:
 - 1. One week prior to each BOD meeting, BOD members will receive a board packet for the upcoming BOD meeting for review and preparation. The staff will assemble and disseminate the packet electronically. Each board packet should include:
 - a. Agenda
 - b. Financial report
 - c. Draft minutes from last meeting
 - d. Reports from Chairs and/or DRs as prepared by the EC liaison
 - e. New GPA Members to be voted on

- f. Any materials necessary for action items and a clear delineation of action required
 - g. Any materials related to informational items
 - 2. Materials for the board packet must be submitted to the ED, or Staff Designee, at least two weeks prior to BOD meeting.
- C. Quorum:
 - 1. A simple majority of the BOD members represents a quorum.
 - 2. Although discussion is allowed to occur in the absence of a quorum, no official business can be transacted unless a quorum is present.
- D. Agenda:
 - 1. The agenda is set by the President and ED, or Staff Designee, no less than one week prior to a meeting.
 - 2. The President may consider adding other items to the agenda or granting BOD members time to speak at the meeting. However, such deviations from the agenda should be the exception and not typical.
 - 3. Agenda items shall include:
 - a. Call to order
 - b. Minutes
 - c. ED's report
 - d. President's report
 - e. Treasurer's report
 - f. Action items
 - g. Approval of new members
 - h. Information and/or discussion items
 - i. Adjournment
 - 4. Any requests for inclusion on the agenda must be submitted at least two weeks in advance of the meeting to the EC member who serves as the portfolio manager for the relevant Directorate. Requests must include a reasonable calculation of time necessary for consideration of the agenda item. The time allocation for each action and discussion item will be included on the agenda and the Vice President will serve as monitor and time-keeper to insure that the meeting is efficient and time is duly appointed.
- E. Parliamentary Procedures:
 - 1. BOD meetings adhere to the adopted parliamentary procedures. (See Appendix C)
 - 2. In any potential instances of conflict, the adopted parliamentary procedures yield to the Bylaws and/or Policies and Procedures.
- F. Minutes and Reports:
 - 1. The Secretary presents the draft minutes and will ask for corrections or additions. All such edits to the minutes must occur during the meeting. The President requests BOD approval. The approved version becomes the approved minutes. Only the approved minutes will be retained and published. Copies of minutes are clearly labeled either "draft" or "approved." The ED and Secretary maintain copies of the approved minutes.
 - 2. The President's report is given orally and is to include their activities and/or status of ongoing projects since the last BOD meeting.
 - 3. The Treasurer's report includes a written and oral update of the most up-to-date financial information available. The written and oral budget status review is included in the approved minutes. The Treasurer will also report on discussion and recommendations of the Finance Committee. The President acknowledges receipt of the report.
 - 4. The ED's report is given orally. The Secretary summarizes the ED's oral report in the minutes. The President acknowledges receipt of the report.

- G. Time Allocation:
 - 1. Time estimates for action items and discussion are set when the agenda is created. Time limits are monitored by the Vice President or a designee.
 - 2. The President and Vice President may allow action items or discussion to extend over time. However, such deviations from the agenda should be the exception and not typical.
- H. Voting:
 - 1. The 14 members of the BOD are eligible to cast votes.
 - 2. Proxy votes are not permitted.
- I. Executive Session:
 - 1. The President shall call the BOD into executive session to discuss confidential and pertinent GPA business during any regularly scheduled meeting.
 - 2. Those included in the executive session are the BOD members.
 - 3. Dependent upon the discussion, the ED may be asked by the President to participate or to be excused.
 - 4. The Secretary prepares minutes that reflect any final decisions.
 - 5. The discussion during an executive session is confidential.

Section 6. Appointment of Chairs of Committees (Chairs)

- A. The President-Elect nominates Chairs to serve in the fiscal year during which the President-Elect serves as President.
- B. The President-Elect provides an overview of responsibilities of the respective committees and the BOD to potential Chairs.
- C. The President-Elect submits nominated Chairs for approval to the BOD no later than the first official BOD meeting of the fiscal year.
- D. The term for appointed Chairs shall be from July 1 through June 30 of each fiscal year.
- E. Chairs shall not serve more than three consecutive terms except under special circumstances as approved by the BOD.
- F. The appointment for Annual Meeting Program Chair is ideally made by the President-Elect one year prior to the assumption to the Chair position allowing the appointee to serve one year on the committee and one year as Chair.
- G. A Chair may also serve as a Directorate Representative.
- H. Should a Chair be unable to serve, resigns, or is requested to resign, the PC shall nominate a replacement. The nominee must be approved by the BOD.

Section 7. Removal of BOD Members and Chairs

- A. Officers and Chairs may be removed from the office they hold for cause. Although “for cause” cannot be specifically defined and is left to the discretion of those authorized to make the decision, “for cause” can include personal and/or professional behavior and/or behavior that could reflect negatively on GPA.
- B. Any BOD member may initiate a removal process of another BOD member or Chair by presenting a written complaint to the PC. The complaint must outline the reasons for the action and any substantiating material.
- C. Once the complaint has been filed with the PC, the President will inform the BOD member or Chair in question of the pending action. At that point, the BOD member or Chair in question is temporarily disqualified from voting and/or being involved in any action on behalf of GPA until the issue of the complaint is resolved.
- D. The PC, the Chair of the Ethics Committee, and the Vice President will combine to create a Complaint Committee and will consider the information provided in the complaint within 15 days of receiving the complaint.
 - 1. The Complaint Committee may determine that the complaint does not rise to the level to warrant formal action. Upon making that determination, the BOD member or Chair in question

- and the complainant are each informed by the President, the action is ended, and the BOD member or Chair is reinstated to full status.
2. The Complaint Committee may determine that the complaint is sufficient to warrant formal action and proceeds as follows.
 - a. Within 15 days, the Complaint Committee will convene a meeting of the Ethics Committee to consider the complaint. At this point, the Complaint Committee's involvement ceases.
 - b. The Ethics Committee will review all information relevant to the complaint. Beyond the written information, the Ethics Committee may seek input from individuals. The BOD member or Chair, against which the complaint has been made, will be allowed the opportunity to provide information on their own behalf.
 - c. The Ethics Committee will render a recommendation for action on the complaint within three days of the review. The Chair of the Ethics Committee will communicate the recommendation to the President. A recommendation of "no action" will end the process, both parties will be informed, and the BOD member or Chair is reinstated to full status. If a recommendation of "removal" is made, the President will inform the BOD at the next meeting and will initiate a process of replacing the BOD member or Chair. The Ethics Committee may also refer the matter to the Georgia Board of Examiners of Psychologists, if such action is warranted.
 - d. The member has no further recourse.
 - E. If the complaint pertains to a member of the PC, the Chair of the Ethics Committee, or the Vice President, then upon receipt of the initial complaint that individual will be replaced in the above proceedings by the Secretary until the complaint is resolved.

Section 8. Annual Business Meeting

- A. There is an Annual Business Meeting of the GPA membership at the GPA Annual Meeting.
- B. Notice of the meeting must be included in the Annual Meeting promotional materials. Any documents relevant to the Annual Business Meeting will be provided at the time of the meeting.

Section 9. Leadership Retreat

- A. The President-Elect and the ED are responsible for designing and organizing an annual retreat that includes all BOD members, Chairs, liaisons, and delegates, and prepares them for their term of service.
- B. All BOD members, Chairs, liaisons, and delegates are expected to attend, regardless of previous or on-going service to the Association.
- C. The retreat may occur as early as May, prior to the beginning of the term of service.
- D. Location and duration of the retreat will be determined based on financial considerations as well as the focus and goals of the retreat.
- E. No official business can be conducted at the retreat, unless the retreat occurs after July 1, the official date for term of service.
- F. At least a portion of the retreat will focus on orienting attendees to their roles and responsibilities and the operations of the Association. Members of the GPA staff attend to offer information about their areas of expertise and the relevance to the function of the BOD.
- G. The President-Elect (or President if the retreat occurs after July 1) will design the retreat to include activities and information related to their priorities and goals.
- H. By mutual agreement between the President-Elect and ED, an outside resource or consultant may be a participant in the retreat. That person must agree to terms of their participation that are stipulated in a "contract"/agreement, which must include information about costs/fees.
- I. Although it is the intention for the Association to cover all costs incurred for the retreat, special circumstances may prevent that from occurring. If this circumstance should occur, all efforts will be made to minimize the cost for attendees.

ARTICLE II

DUTIES OF MEMBERS OF THE EC AND BOD

Section 1. President

- A. The President is elected by a majority of the voting membership of GPA to serve a one-year term as President-Elect, a one-year term as President, and a one-year term as Immediate Past-President.
- B. The President serves as a voting member of the BOD and the EC.
- C. The President is a member of the PC.
- D. The President serves as a portfolio manager. (See Appendix B.)
- E. The President is the official representative and spokesperson for GPA. The President may appoint a member of the EC to serve as their spokesperson in instances in which immediacy dictates action and the President cannot fulfill their responsibility.
- F. The President presides at all meetings of GPA; serves as a representative of GPA in official settings; at the beginning of their presidential year schedules BOD and EC meetings at least six months in advance; and collaborates with the ED in setting the agendas for BOD meetings, EC meetings, and the Annual Business Meeting.
- G. The President reports the activities of the BOD to GPA members during the Annual Business Meeting and through regular postings in communications to GPA.
- H. The President advises, attends, and actively participates in directorates, committees, and appointed workgroups as an ex-officio member and nominates chairs of appointed workgroups as needed.
- I. The President shall be authorized to co-sign bank drafts or agreements as needed on behalf of GPA.
- J. The President confers regularly with the ED.
- K. The President has the prerogative to grant awards to persons of distinction. The President has discretion for selecting recipients for awards for service to GPA and/or the profession to be given during the Annual Business Meeting.
- L. The President represents the views of GPA to other state psychological associations, mental health associations, and to the APA Central Office.
- M. The President consults with the APA Council of Representative about concerns and information relevant to the interests of GPA in relation to APA.
- N. The President may attend the APA Practice Leadership Conference in Washington, DC (or other APA-sponsored events designed to support and/or train leaders of state, provincial, and territorial psychological associations, or STPAs), unless the finances of GPA preclude the expense.
- O. A former President may run for the office again five years after the end of their term as President.
- P. At least two weeks prior to each BOD meeting, the President will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 2. President-Elect

- A. The President-Elect serves as a voting member of the BOD and the EC.
- B. The President-Elect is a member of the PC.
- C. The President-Elect serves as a portfolio manager. (See Appendix B.)
- D. The President-Elect presides in the absence of the President at EC and BOD meetings and will perform the duties of the President in the event of the absence of the President.
- E. In the event that the President fails to serve their full term for any reason, the President-Elect will succeed to the unexpired remainder of the term, assume the full functions of the President, and then serve through the President-Elect's fully designated term as President. At the end of that interim term, the President-Elect will ascend into the term as President to which they were originally elected.
- F. The President-Elect is responsible for creating a list of nominees for Chairs and submitting such nominations to the BOD for approval at the final meeting of the BOD prior to assuming the role of President.
- G. The President-Elect serves as Chair for Nominations and Elections Committee and oversees the elections and balloting procedures.

- H. The President-Elect, in collaboration with the ED, establishes leadership retreat dates, facilitators, and agendas for the upcoming year, and announces them by the last BOD meeting of the fiscal year.
- I. The President-Elect reviews the Policy and Procedures of GPA during their tenure and makes recommendations for any needed changes.
- J. The President-Elect attends the APA Practice Leadership Conference in Washington, DC (or other APA-sponsored events designed to support and/or train leaders of state, provincial, and territorial psychological associations, or STPAs), unless the finances of GPA preclude the expense.
- K. The President-Elect is responsible for the outgoing President's farewell gift.
- L. At least two weeks prior to each BOD meeting, the President-Elect will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 3. Immediate Past-President

- A. The Immediate Past-President serves as a voting member of BOD and EC.
- B. The Immediate Past-President is a member of the PC.
- C. The Immediate Past-President serves as a portfolio manager. (See Appendix B.)
- D. The Immediate Past-President serves as a consultant to the President upon request.
- E. In the event of the absence of the President and President-Elect, the Immediate Past-President presides at EC and BOD meetings.
- F. The Immediate Past-President serves as a liaison to the GPA PAC. (See Appendix B.)
- G. The Immediate Past-President serves as the Personnel Liaison:
 - 1. As Personnel Liaison, the Immediate Past-President's role is to enhance communication and to help bring resolution, in a researched and balanced manner, to difficult issues as they arise.
 - 2. The Immediate Past-President is available for consultation and support of GPA staff in their communications with one another or with the BOD and vice versa.
 - 3. The Immediate Past-President is responsible for conducting an annual evaluation of the ED and recommending salary increases, based on feedback and input from the BOD.
- H. The Immediate Past-President serves as chair of Public Interest Review Committee (PIRC).
- I. At least two weeks prior to each BOD meeting, the Immediate Past-President will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 4. Secretary

- A. The Secretary serves as a voting member of the BOD and EC.
- B. The Secretary serves as a portfolio manager. (See Appendix B.)
- C. The primary duty of the Secretary is to record all official actions of the BOD and the EC. Minutes should be prepared and sent to ED, or Staff Designee, for inclusion in the BOD Meeting Packet within two weeks prior to each BOD meeting. The Secretary will keep a file of Approved Minutes for all BOD and EC meetings.
- D. The Secretary works with staff to oversee appropriate archives for GPA, including but not limited to EC and BOD meeting minutes, the annual President's report, and Business Meeting minutes. (See Appendix I.)
- E. The Secretary serves as a member of the Public Interest Review Committee (PIRC).
- F. At least two weeks prior to each BOD meeting, the Secretary will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 5. Treasurer

- A. The Treasurer serves as a voting member of the BOD and EC.
- B. The Treasurer serves as a portfolio manager. (See Appendix B.)
- C. The Treasurer receives and reviews financial statements provided by ED, or Staff Designee, on a monthly basis and is responsible for preparing and presenting both the oral and written financial report to the BOD and EC at each meeting.
- D. The Treasurer receives and reviews annual financial statements provided by ED, or Staff Designee, and is responsible for preparing and presenting the oral financial report to at the Annual Business Meeting.
- E. The Treasurer and ED will act in collaboration with the President and President-Elect in preparing the annual budget, which will be reviewed and approved by the Finance Committee, EC, and BOD.
- F. The Treasurer provides oversight of GPA investments and reserve accounts, and when necessary, shall initiate a strategic plan for adding to investment and reserve accounts while monitoring progress on a consistent basis. This strategic plan shall be reviewed by the EC and presented to the BOD for approval.
- G. The Treasurer will cooperate and collaborate with staff in preparation for the audit process.
- H. The Treasurer serves as Chair of the Finance Committee.
- I. At least two weeks prior to each BOD meeting, the Treasurer will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 6. Vice President

- A. The Vice President serves as a voting member of the BOD and EC.
- B. The Vice President serves as a portfolio manager. (See Appendix B.)
- C. The Vice President serves as Parliamentarian and Timekeeper at official meetings.
- D. The Vice President serves as a liaison to the GP Foundation. (See Appendix B.)
- E. At least two weeks prior to each BOD meeting, the Vice President will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 7. APA Council Representative

- A. The APA Council Representative is elected for a three-year term in an election conducted by APA. The term will begin on January 1 and expire on December 31 of the third year.
- B. The APA Council Representative serves as a voting member of the BOD and EC.
- C. The APA Council Representative serves as a portfolio manager. (See Appendix B.)
- D. The APA Council Representative occupies the GPA seat on the APA Council, acts as liaison between GPA and APA, attends the official meetings of the APA Council, and fulfills any other responsibilities that are assigned to/expected of the APA Council Representative.
- E. The APA Council Representative will complete and submit a written report related to the business conducted at all APA Council meetings within 30 days of each Council meeting to be made available to all members.
- F. The APA Council Representative provides an oral report at the Annual Business Meeting.
- G. The APA Council Representative fulfills the responsibilities for the APA Council Representative as prescribed by APA.
 - 1. The APA Council Representative reviews and annually monitors the apportionment ballot results from the previous year, and in consultation with the President, develops and enacts strategies for encouraging members to designate apportionment ballot votes to GPA.
 - 2. The APA Council Representative consults with the GPA BOD to receive comments, guidance, and recommendations for action items at upcoming APA Council meetings.
 - 3. When rotating off the APA Council, the APA Council Representative, in consultation with the President, will provide training and mentoring for the incoming APA Council Representative.
- H. At least two weeks prior to each BOD meeting, the APA Council Representative will submit a report on the work of entities within their assigned portfolio. (See Appendices B and C.)

Section 8. Directorate Representatives (DRs)

- A. The selection and role of DRs are consistent with the exception of the DR for the Regions Directorate. (See Appendix D.)
- B. At the leadership retreat, the DRs are chosen from among the Chairs within each directorate by those same Chairs. For the purposes of continuity, it is preferred that a single Chair serve as the DR throughout the year.
- C. In addition to their role as Chair, a DR may not serve in any other leadership position within GPA except under special circumstances as approved by the BOD.
- D. Each DR serves for one year, July 1 through June 30, but may remain in that role for up to three years, if duly selected by the Chairs within the Directorate. In the event that the DR is not able to fulfill their term of service, the Directorate may select a new DR.
- E. Each DR serves as a voting member of the BOD.
- F. Each DR facilitates communication between the committees that comprise their Directorate and the BOD.
- G. Each DR shall be accountable to the President but will communicate to the BOD through the designated portfolio manager. (See Appendix D.)
- H. Each DR will confer with the EC member who serves as the Directorate's portfolio manager to prepare the report to be included in the in the BOD packet sent out in advance of each BOD meeting. The report should include, at a minimum, a list of meetings, activities, accomplishments, and areas of focus for the future.
- I. Although each DR also serves as a Chair within their Directorate, at BOD meetings they represent the Directorate as a whole. In the event that the DR chooses to speak in their role as a Chair, and not as the DR, they must announce that they are speaking as a Chair in advance of making the remarks, making the distinction clear to the BOD members.
- J. The DR collaborates with the Chairs within the Directorate to establish and retain documentation of all meetings, activities, membership issues, and outreach. This documentation will serve as an account of the work of each committee from year to year and provide a historical account that can be passed from Chair to Chair in ensuing years.

ARTICLE III ELECTIONS OF OFFICERS

Section 1. Rotating Terms of Office

- A. Terms of service begin on July 1 of each fiscal year and expire on June 30.
- B. Upon election, the President-Elect serves a one-year term in that role, then automatically assumes the role of President for a one-year term, and then automatically assumes the role of Immediate Past-President for a one-year term. The Immediate Past-President automatically rotates off the EC and BOD at the completion of their one-year term.
- C. The offices of Vice President, Secretary, and Treasurer are 3-year terms. The terms of these three officers are staggered such that only one of these officers is elected each year.
- D. As a result of these terms of office, the annual elections for officers is for two positions – President-Elect and one of either the Vice-President, Secretary, or Treasurer.

Section 2. Nominations

- A. The President-Elect is the Chair of and presides over the Nominations and Elections Committee.
- B. All officers are nominated by the Nominations and Elections Committee and elected by the process established by the Nominations and Elections Committee.
- C. In order to be considered for an elected office, all candidates must be current members in good standing of GPA. They should be willing to give the necessary time commitment required to perform the duties of the office for which they are considered.

- D. It is strongly recommended and highly preferred that candidates for elected office have previously served a minimum of one year on the GPA BOD, but the Nominations and Elections Committee may consider candidates with a record of sustained service either to GPA, the profession, or another SPTA.
- E. Candidates should not be involved in any pending ethics proceedings or complaints and will sign a statement stating that they are not.
- F. Candidates are requested to submit a statement of interest and qualifications to the Chair of the Nominations and Elections Committee to be included with the ballot to members.
- G. Nominations are accepted from current members.

Section 3. Elections

- A. At least 30 days prior to the Annual Meeting, the GPA membership receives by postal mail or electronic communication the nominations for officers on official ballots. The deadline for voting shall be at least 14 days prior to the Annual Meeting.
- B. Members submit votes to a designated address or vote electronically on a secure system. Ballots are tabulated in such a way as to preserve the secrecy of the ballot.
- C. Elected officers are chosen by a majority of the voting membership.
- D. The voting membership of GPA consists of all members of all dues levels, with the exception of student members.
- E. The President-Elect reveals results of the election privately to all nominees prior to the public announcement of the results.
- F. The President-Elect and the Nominations and Elections Committee announce to the membership the procedure for each election through electronic and printed communication methods.
- G. The President-Elect, in conjunction with the Nominations and Elections Committee, coordinates a screening and recruiting process for candidates for the APA Council Representative every three years. The names of not less than two candidates from the State of Georgia will be submitted to APA for the APA administered election. The APA Council Representative must be a member of GPA and APA and ideally would have previously served in an elected officer position within GPA. The candidate must be willing to meet the demands of the position.
- H. The President-Elect, in conjunction with the Nominations and Elections Committee, coordinates a screening and recruiting process for candidates for any vacancy that arises on the Georgia State Board of Examiners of Psychologists. The names and supporting information for the identified candidate(s) will be submitted to the Governor's Office for consideration. Submitted candidates must be a member of GPA and ideally would have previously served on the BOD.

Section 4. Vacancies

- A. If a President-Elect cannot fulfill their term, and thus cannot subsequently assume the offices of President and Immediate Past-President, then a new nomination and election procedure occurs. The timing of such an election will not be tied to the Annual Meeting. In this situation, the Vice President serves as Chair of the Nominations and Elections Committee until the new President-Elect is chosen.
- B. In the event that an Immediate Past-President, Vice President, Treasurer, or Secretary cannot fulfill their term, the EC nominates a person to complete the remainder of the unfinished term and submits the nomination for BOD approval. When the original term of the position is complete, normal elections proceed.

ARTICLE IV

DIRECTORATES, COMMITTEES, AND SPECIALLY APPOINTED WORKGROUPS

Section 1. Directorates

- A. The seven directorates are comprised of committees and functions related to specific areas of focus of GPA. (See Appendix D.)

- B. Directorates operate in a consistent manner, with the exception of the Regions Directorate. (See Appendix D.)
- C. Each directorate has one voting representative on the BOD, the Directorate Representative (DR).
- D. Modification of the structure of the directorates must go through a process of review and approval by the BOD.

Section 2. Committees and Chairs

- A. Committees support and carry out the work of GPA. All committees operate within the established structure of GPA with the primary purpose of representing the interests of the committee and GPA more generally.
- B. Committees, with few exceptions, are clustered under the general auspice of a Directorate.
- C. Each committee designates a Chair through whom GPA leadership and staff communicate and who, in turn, can communicate issues from the committee:
 - 1. Chairs are encouraged to attend BOD meetings.
 - 2. A Chair may serve as the DR for the Directorate within which the committee is structurally placed. A Chair may not chair two committees simultaneously, except in special circumstances as approved by the BOD.
 - 3. Chairs collaborate with their DR in sharing information with the portfolio manager of the Directorate for inclusion in the report for the BOD packet.
- D. Committees, under the guidance of their Chairs, establish goals and develop strategies for accomplishing these goals. Goals may also emerge through the strategic planning process and/or priorities of the BOD.
- E. The Chair should determine the number of committee members needed to accomplish the goals. The Chair is responsible for recruiting members and may request assistance from GPA staff, leadership of GPA, and other members of GPA.
- F. If any committee needs financial support for the work/activities of that committee, the chair should request funds through the treasurer and GPA staff. Ideally, each committee will anticipate financial needs for each year and proceed with the process of requesting consideration through the established budgetary process. The Treasurer and ED will determine if requested funds can be granted.
- G. Additional committees can be created by the President requesting approval from the BOD. Prior to a request, the President makes a determination of the need for the new committee by considering the following information:
 - 1. A description of the proposed committee and how it would relate to the needs to GPA.
 - 2. Level of GPA staff support required by the proposed committee and consideration of the additional demands the proposed committee could place on GPA staff.
- H. Committees may be dissolved if the Chair and committee members deem there to be a lack of interest or the need for which the committee was originally created no longer exists. The Chair would make the request for dissolution to the President. The President takes the request for dissolution to the BOD for final action.

Section 3. Non-Directorate Committees and Liaisons

Although the majority of committees are affiliated with a directorate, several committees report directly to a member of the EC and have no relationship with a directorate.

- A. Ethics Committee:
 - 1. The Ethics Committee serves as an advisory panel and responds to requests for consultation from members of GPA regarding ethical issues.
 - 2. The Ethics Committee develops a multi-faceted plan for education in the area of ethics to benefit GPA members.
 - 3. The Ethics Committee establishes its own operating procedures.
 - 4. The Chair of the Ethics Committee shall submit the names of any potential new committee members to the EC for approval.

5. The Ethics Committee may serve a role in procedures for the removal of BOD members and Chairs, as well as the loss of GPA membership for cause.
 6. The Ethics Committee is a part of the portfolio of the Immediate Past-President.
- B. Finance Committee:
1. The Finance Committee assists the Treasurer in the oversight of and fiduciary responsibility for GPA's finances.
 2. The Finance Committee reviews financial reports, participates in the preparation/approval process for the budget, and sets a strategy for keeping the financial health and well-being of GPA strong.
 3. The Finance Committee reviews investments regularly, makes recommendations related to the annual audit, and creates a strategy for maintaining, increasing and replenishing reserves.
 4. The Finance Committee is a part of the portfolio of the Treasurer.
- C. Georgia Board of Examiners of Psychologists Liaison:
1. The Georgia Board of Examiners of Psychologists Liaison is responsible for fostering communications between the GPA BOD and the Georgia Board of Examiners (BOE) of Psychologists.
 2. The BOE Liaison attends BOE meetings to convey information between both bodies and serves as a resource and reference for questions related to the BOE and GPA.
 3. The BOE Liaison is part of the portfolio of the Vice President.
- D. Nomination and Elections Committee:
1. The Nominations and Elections Committee is chaired by the President-Elect.
 2. The Chair selects at least two, and no more than four, additional members in good standing of GPA to serve on the Nominations and Elections Committee with them.
 3. The Nominations and Elections Committee will be convened as early as November prior to the election for which the nominations are being made.
 4. As soon as the slate of nominees is complete, the Nominations and Elections Committee is disbanded. If a complication arises with the slate of nominees after the work is completed (e.g., a nominee withdraws), the Nominations and Elections Committee can be reconvened to address the complication.
 5. Members of the Nominations and Elections Committee may not place their own name into nomination for any office in GPA. If a member wants to be nominated for a position, they must be removed from the Nominations and Elections Committee prior to the completion of the work and not be involved in any facet of developing the slate of nominees.
 6. The work of the Nominations and Elections Committee must be completed to comply with the process and deadlines for nominations and elections.
- E. Public Interest Review Committee (See Appendix F).

Section 4. Appointed Work Groups and Task Forces

- A. The President, in collaboration with the EC and subject to the approval of the BOD, is empowered to create appointed workgroups as needed to carry out the work of GPA.
- B. Work groups and task forces generally have a narrow focus/function, are short-term in duration, and report to the President, or their designee.
- C. Work groups and task forces are distinct from committees in that they are not fundamental to the structure of GPA and serve under the authority of the President with approval of the BOD.

ARTICLE V FINANCIAL OPERATIONS

Section 1. GPA Fiscal Operations

- A. The GPA fiscal year begins on July 1 and ends on June 30.

- B. The Treasurer works in collaboration with the ED, or Staff Designee, the President, and the President-Elect to prepare a budget draft for review and approval by the Finance Committee and the EC for the upcoming fiscal year. The recommended budget will be presented to the BOD for approval no later than the last BOD meeting of the fiscal year.
- C. The Treasurer is responsible for making an official report on the financial operations of GPA at the Annual Meeting Business Meeting. The report should convey GPA's current financial standing to the membership. The appropriate financial information will be distributed at the Annual Meeting Business Meeting.

Section 2. Dues

- A. Annual membership dues are recommended by the Membership Committee in consultation with the Treasurer and approved by the BOD. The Membership Committee and GPA staff may establish categories of membership in a practical and reasonable manner. (See Appendix G.)
- B. Dues renewal period and process shall be decided by the ED in collaboration with the Treasurer and Chair of the Membership Committee.
- C. Members who have not renewed by the timeline defined by the ED shall be removed from the membership, e-communication lists, and listservs. Upon removal from membership, lapsed members will not be eligible for GPA member benefits and will not be eligible to serve on the BOD or on committees and/or directorates.
- D. Lapsed members are permitted to renew their membership dues at any time during the fiscal year and resume receiving benefits of GPA membership.
- E. The GPA staff is authorized to offer an incentive plan for lapsed members to attend the Annual Meeting at member rates provided they remit dues for the last quarter of the fiscal year and pre-pay membership dues for the coming year.

Section 3. Budgeting Process

- A. All Officers, Representatives, and Chairs complete and submit Budget Request Forms on or before the designated date to the ED, or Staff Designee, and/or Treasurer.. They provide substantiating documentation for their request to support the activities of their group for the upcoming fiscal year.
- B. Budget Request Forms are reviewed by the Treasurer, Finance Committee, and ED, or Staff Designee, prior to the commencement of work on the initial draft of the budget. The Treasurer and ED may or may not include all budget requests in the draft of the budget based on current financial parameters.
- C. The Treasurer works in collaboration with the ED, or Staff Designee, President, and President-Elect to prepare a budget draft for review and approval by the Finance Committee and the EC for the upcoming fiscal year. The recommended budget is presented to the BOD for approval at the last BOD meeting of the fiscal year.

Section 4. Spending Policy

- A. Based on best practices, GPA strives to keep at least six months of reserves for operating expenses in investment or money market accounts on a consistent basis. If the ED needs to withdraw funds from the investment or money market account to cover cash flow during any particular period, the ED shall seek approval from the President and Treasurer prior to the withdrawal. Withdrawals of more than \$7,500 from any GPA account requires two authorized signatures.
- B. If reserves are utilized to cover shortages in cash flow, the Treasurer and Finance Committee in concert with the ED shall be charged with creating a replenishment plan for the investment and money market accounts.

Section 5. Investments

- A. Upon request and authorization of the BOD, the ED shall open investment and money market accounts on behalf of GPA. The ED, Treasurer, and President shall be authorized signers on the investment accounts.

- B. The Treasurer will prepare regular reports on all investments for the BOD.

Section 6. Trust Management

- A. As the beneficiary of the Bob and Mary Alice Hughes Trust, GPA is the recipient of a check for the income generated on the principal balance of the Trust each spring from Bank of America.
- B. The ED, or Staff Designee, are responsible for ensuring that the check is deposited in the proper bank or investment account based on authorization from the BOD.
- C. The BOD, based on a recommendation from the EC, approves the disbursement of the Hughes Trust income for qualified educational, leadership, or charitable purposes no later than December 1 of each fiscal year.
- D. In collaboration, the Treasurer and ED shall report on the use of the proceeds of the Hughes Trust income to Bank of America by the first BOD meeting of the new calendar year.
- E. In the event that GPA is the beneficiary of a major donation that warrants a trust, procedures regarding the management of that trust will be established and may differ from the procedures governing the Hughes Trust.

ARTICLE VI MEMBERSHIP

Section 1. Membership Dues and Categories

- A. Members of GPA (except student members) must hold a doctorate degree in psychology.
- B. Membership dues and categories shall be recommended by the Membership Committee in consultation with the Treasurer and approved by the BOD on an annual basis. Categories of membership may be added or modified based on the needs of GPA. (See Appendix G.)
- C. Membership forms shall include a signed statement of the applicant's willingness to adhere to APA's Ethical Principles of Psychologists and Code of Conduct. In addition, the applicant shall answer questions about legal and ethical violations.
- D. The Membership Committee establishes qualifications for each category of membership. (See Appendix G.)
- E. The Chair of the Membership Committee and staff are responsible for investigating the qualifications of applicants and requesting, when needed, additional facts and credentials, or similar evidence of professional training and competency.

Section 2. Candidates for New Membership

- A. A new applicant for membership in GPA submits a New Member Application to the staff. The Chair of the Membership Committee and staff review the applicant and submit the name to the BOD for approval at the next BOD meeting.
- B. The membership category for student members exists as Georgia Psychological Association Graduate Students (GPAGS). The criteria for that membership and the purposes of that group are outlined in their Rules and Procedures. (See Appendix H.)
- C. The Membership Committee, in collaboration with staff and other members of leadership, may recommend to the BOD new membership categories and/or structure to meet the emerging needs of the Association.

Section 3. Loss of Membership

- A. Loss of membership for delinquent dues:
 - 1. A final dues statement notifies delinquent members of their current dues and fee status related to non-payment. Failure to renew dues and pay outstanding fees by September 1 results in suspension of all benefits of membership.

2. Failure to remit other types of outstanding fees results in loss of membership in GPA (e.g., fees for Annual Meeting registration, CE Workshop registration, listservs, special events or activities).
- B. Loss of membership for cause:
1. The BOD may act on recommendations from the GPA Ethics Committee, or on its own motion, regarding loss of membership benefits and privileges.
 2. The revocation, voluntary surrender, or indefinite suspension of a member's license to practice psychology by the BOE or licensing board of another state, or the removal of a member from the American Psychological Association for violation of the Ethical Principles of Psychologists, may disqualify a person from membership and may result in the termination or suspension of membership. Members may also be removed from membership for good cause, including for violations of the Ethical Principles of Psychologist.
 3. A member receives a written notice of the proposed termination or suspension of membership and the reasons for the action 15 days prior to removal. The member shall be afforded an opportunity to be heard, either orally or in writing, before the BOD not less than five days before the effective date of the proposed suspension or termination. The BOD will make a final decision based on the information presented.
 4. Membership may be terminated by a confidential ballot of the majority of the BOD. The revoked or suspended member shall receive written notice of the termination or suspension of membership and the reasons therefore. The member shall be afforded 15 days to appeal in writing the BOD decision. The Appeals Committee would be composed of the PC and the Chair of the Ethics Committee.
- C. In the event that the member in question is a member of the BOD or Ethics Committee, that member cannot participate in any deliberation of or voting on the potential loss of membership.

Section 4. Fellow Status

- A. Fellow status may be granted for recognition of distinguished service to GPA.
- B. Nomination to the status of Fellow requires a letter of nomination from two Fellows and approval by two-thirds of the BOD.
- C. Candidates for Fellow are considered based on the following criteria: holding an office within GPA; outstanding service and contribution to GPA; completion of a minimum of five years of experience subsequent to the granting of the doctoral degree; and full membership within GPA for five consecutive years.
- D. New Fellows are recognized and inducted to Fellow status at the Annual Meeting Business Meeting.

ARTICLE VII CENTRAL OFFICE

Section 1. Office Operations

- A. The staff of GPA will include, at a minimum, an ED and one support staff. However, the staff and job descriptions may be modified from this basic structure based on finances and the needs of the Association.
- B. Executive Director:
 1. Based on the needs of the Association and the input of leadership, the ED may be full-time or part-time.
 2. The ED may be a psychologist or a professional in the area of association managements.
 3. The ED shall operate under a contract outlining responsibilities, terms of employment, and compensation package that is negotiated between the ED and PC. The negotiation and execution of the contract should be directed by the GPA attorney. The circumstances surrounding the

- employment of the ED and the individual characteristics/skills/experience of the ED will significantly guide decisions regarding staff structure.
4. The ED serves as the primary conduit for all communication between the EC, BOD, and all committees with the GPA staff:
 - a. The ED serves as an ex-officio member of the EC.
 - b. The ED serves as an ex-officio member of the BOD.
 - c. The ED communicates regularly with the President, on a mutually agreed upon schedule, but is responsible for keeping the President informed of all significant developments/issues related to the operation of the Association.
 - d. The ED participates in all meetings of the PC.
 - e. The ED serves as an ex-officio member of PIRC.
 5. The ED bears ultimate responsibility for management of the finances of GPA.
 6. The ED oversees and supervises the operations and staffing of GPA:
 - a. The ED works in concert with the EC to determine staff needs, organizational structure, and functions for office employees.
 - b. The ED manages the work flow within the GPA office. Requests for staff assistance from volunteer leaders or members are reviewed by the ED. The ED will make the appropriate staff assignments based upon work flow and timing related to the overall operations cycle for the office.
 - c. The ED creates and implements a process of evaluation of all staff members.
 7. The ED serves as the primary contact between GPA and APA. This includes but is not limited to attendance at PLC and all meetings of CESPPA (Counsel for Executives of State and Provincial Psychological Associations), for which GPA will cover all associated costs which are not covered by APA.
 8. The ED is responsible for creating a process for collecting and retaining all official documents of GPA, including but not limited to: official minutes of all meetings of the EC, BOD, and PIRC; materials generated by committees related to activities/initiatives; finances and audits; personnel records, including payroll and performance evaluations; consultations with the Ethics Committee; membership records; materials related to annual meetings; and contracts for all services. (See Appendix I.)
 9. The annual evaluation of the ED is conducted by the Immediate Past-President, based on feedback and input from the BOD.

Section 2. Relationship Between Staff and the BOD

- A. The BOD governs and sets policy for GPA, and entrusts the ED to implement those policies. The continuing responsibility of the BOD is to monitor implementation of policy through verbal or written reports from the ED.
- B. In the event of a significant difference of opinion between the ED and the BOD regarding governance or operations, the President and the ED will first meet privately to discuss and resolve the difference. If a mutually agreeable resolution is not reached, a more formal conflict resolution may be initiated by either party and will involve an outside mediator. The request for mediation will be presented to the EC for approval of funds to pay the outside mediator.

Section 3. Personnel

- A. The Immediate Past-President shall serve as the Personnel Liaison between the BOD and staff and is responsible for compiling and delivering the results of the annual evaluation of the ED's performance for the previous year. The Immediate Past-President also discusses any increase in compensation with the ED during the performance evaluation meeting.
- B. The ED receives staff grievances. If a staff member believes that a GPA member has been the subject of discrimination or harassment, then they must report the incident immediately to the ED. The complaint will then be investigated. If a staff member does not wish to report the incident to the ED or the incident

involves the ED, the staff member must report the incident to the Personnel Liaison, as designated by the BOD. In either case, the complaint will then be investigated.

- C. Staff personnel policies are outlined in the GPA Employee Handbook. The Handbook and any changes to personnel policies shall be approved by the BOD upon recommendation of the ED or Personnel Liaison.
- D. Staff Reimbursements:
 - a. Staff members may be reimbursed for funds expended for business purposes provided a receipt and reimbursement request are submitted to the ED for approval.
 - b. Staff members may be reimbursed for mileage when traveling on behalf of GPA, provided a reimbursement request is submitted to the ED for prior approval. Mileage reimbursement shall be made at the IRS approved mileage rate for employees at the time of the request.
 - c. All staff reimbursements are made within budgetary parameters as approved by the BOD during the budgeting process.
- E. Professional Services:
 - a. The GPA Attorney advises and consults with the ED and/or President on specific legal matters posed by the President, EC, and/or BOD based upon budgetary parameters. GPA BOD members must contact the President or ED regarding any requests for consultation with the GPA Attorney regarding GPA business.
 - b. The GPA Auditor is a CPA who is licensed in Georgia and audits and/or reviews GPA financial statements on an annual basis. Upon completion of the audit/review and Form 990, the auditor will be requested to make an annual written report to the EC and BOD on the financial status of GPA for the previous year. The ED maintains a copy of all audits.
 - c. The GPA lobbyist is selected through a process of interviews conducted by the ED, chair of the Legal and Legislative Affairs committee, and an appointee of the President. The basis for a decision is to select a lobbyist (or team of lobbyists) who can best meet the needs of GPA and is best positioned to assist GPA in meeting its legislative goals.

ARTICLE VIII AMENDMENTS

Section 1. By-Laws

- A. The BOD has the power to propose to the membership alterations or amendments to the Articles of Incorporation or the By-laws in any manner that it may deem necessary or advisable to carry out the general purposes of GPA or to cause GPA to maintain its status as a tax-exempt organization.
- B. Fifteen percent of the current GPA members may propose an amendment to the Articles of Incorporation or the By-laws by petition. If a majority of the BOD approve the proposed amendment, it shall then be submitted to the current GPA members at least 30 days before the vote is to be taken.
- C. Any action by the BOD with respect to an alteration or amendment of the Articles of Incorporation or the By-laws must be approved by two-thirds of the current GPA members voting.
- D. The Secretary shall supervise or send a copy of proposed amendments of the Articles of Incorporation or the By-laws to each member via mail or email.
- E. The vote on any proposed amendments shall be by mail, electronic ballot, or by vote at the Annual Meeting as designated by the BOD.

Section 2. Policies and Procedures

- A. The Policies and Procedures may be amended by majority vote of the BOD.
- B. The President-Elect reviews the manual annually and recommends any changes to the EC prior to the first BOD meeting of the new calendar year. The EC determines how to proceed with the recommended changes.

Appendix A – Organizational Structure

Georgia Psychological Association Governance Structure

Updated 6/21/2021



14 BOARD MEMBERS

Executive Committee Board Members

- President
- President Elect
- Past President
- Vice President
- Treasurer
- Secretary
- APA Representative

Directorate Board Members

- Legal and Legislative Directorate
- Regions Directorate
- Membership Directorate
- Diversity Directorate
- Business of Practice Directorate
- Continuing Education Directorate
- Public Education Directorate

Appendix B – Portfolios

President

Legal and Legislative Affairs Directorate

President-Elect

Regions Directorate

Nominations and Elections Committee

Immediate Past-President

Ethics Committee

Public Interest Review Committee

Liaison to GPA PAC

Personnel Liaison

Secretary

Membership Directorate

Diversity Directorate

Treasurer

Continuing Education Directorate

Finance Committee

Vice President

Business of Practice Directorate

Georgia Board of Examiners of Psychologists Liaison

Telepsychology Task Force

Liaison to GP Foundation

APA Council Representative

Public Education Directorate

Appendix C – Parliamentary Procedures

PRINCIPLES

The Parliamentary Authority:

A parliamentary authority, once adopted in an organization, becomes the basic source of its procedural rules.

Majority Rule:

All meetings governed by parliamentary procedures must follow the mandate of the majority. Under no circumstances may a group suspend the principle of majority rule. The majority of the eligible votes cast, assuming a quorum is present, represents the will of the majority.

The Rights of the Minority:

Members voting with the minority retain all the rights and privileges of membership and may not be discriminated against because of their votes. They may propose a motion and speak and vote for or against a motion like any other member.

When a committee reports to its parent group, a minority report may be presented as an amendment to the committee report, and a vote taken on substituting the minority report for the committee report.

Freedom of Discussion:

No member may have the right to “speak their piece” circumscribed, except by rules that similarly limit the rights of all the members. The motion to close debate is misused if it is offered to prevent members from stating their views. Since such a motion deprives a minority the freedom of debate, it requires a two-thirds vote to pass.

Other Principles:

The role of the majority, the rights of the minority, equality of membership, and freedom of discussion are the four most fundamental principles of democratic actions. Parliamentary rules of procedure exist to ensure their observance. Key rules are:

1. Only one main motion may be considered at any given time.
2. Members have a right to know at all times what the immediately preceding motion is, and to have it restated before a vote is taken.
3. Organizations may take official action only in meetings properly called and with a quorum of members present.
4. Actions taken by organizations are not valid if they tend to subvert either the civil laws of the nation, state, or local government or the rules of a parent organization.

PROCEDURES

Informal Procedures:

For committees and other small informal groups it may be helpful to discuss the wording of a motion before actually proposing it, thereby avoiding the time-consuming process of amending the motion to reach the agreed form. The informal procedure of general consent may be used. When the group opinion has been crystallized the presiding officer may announce “If there is no objection we will...”. A single objection forces a vote.

When time is limited, problems are pressing, and action is required, the use of parliamentary procedure is recommended.

Motions:

A motion is a form of expression, usually beginning with the words “I move that...”, used to present ideas to a group for consideration. The term precedence refers to the rank of a motion in an established, or agreed upon order for motions.

The Precedence of Ordinary Motions:

1. To Adjourn
2. To Recess
3. To Close Debate
4. To Limit (Extend the Limits of) Debate
5. To Postpone
6. To Refer
7. To Amend

The motion to Adjourn has the highest rank or precedence. This means that To Adjourn is in order even though other motions are pending. On the other hand, a motion of low precedence, or rank, may not be made if one of higher rank is under consideration.

A main motion has the lowest rank of all. Most of the seven ordinary motions exist to facilitate the efforts of an assembly to arrive at a decision on a main motion.

Special Motions:

- Point of Order
- To Appeal
- To Withdraw
- To Suspend the Rules
- To Reconsider
- To Rescind

Special motions have no rank in relation to each other; no necessary or predefined relationship. Except for To Reconsider and To Rescind, they exist largely to handle procedural matters that arise during the consideration of a main motion, and must be decided immediately.

Thus, in addition to the main motion, there are seven ordinary motions and six special motions. Only three of the thirteen require a two-thirds vote: To Limit (Extend the Limit of) Debate, To Close Debate, and To Suspend the Rules. All others need only a majority vote to pass.

A point of order is a request or demand, not a motion. To Withdraw and To Suspend the Rules are not debatable. Only one special motion, To Rescind, may be amended.

Seconding of Motions:

Motions need not be seconded. The requirement of a second is largely a waste of time. There is nothing wrong with the practice of seconding. It is simply unnecessary.

When a motion is made, the presiding officer, without asking for a second, should either state the motion or rule it out of order. The presiding officer should rule frivolous and dilatory motions out of order.

Quorum:

This is the minimal number of members of the legislative body who must be present in order to conduct business legally. The number constituting a quorum is defined in the organization’s bylaws. The Presiding officer verifies the presence of a quorum before the meeting may be called to order by requesting a report on the status of a quorum by the secretary or parliamentarian. Only certain actions may be taken if no quorum is

present. These include To Adjourn, To Recess, to set a time for the next meeting, or to take action to secure a quorum. Also, committee reports may be heard, but no action taken on them, remarks of members and others may be listened to, and emergency action may be taken with the need to have it approved at a later meeting with a quorum present. If a quorum is no longer present due to a member's departure ("disappearing quorum") the presiding officer must either close the meeting or limit the group to those actions permissible in the absence of a quorum (discussed above). The question of a "disappearing quorum" may be raised at any time, except to interrupt a speaker; a member rises and, without necessarily waiting for recognition from the presiding officer, states, "Mr. Chairperson, I question the presence of a quorum." The presiding officer then must determine if a quorum is present and respond appropriately.

It is too late to invalidate an action after intervening business has been conducted, even if the absence of a quorum is then determined. The law presumes the continuing presence of a quorum if the meeting begins with one, and regards all action taken as legal unless evidence clearly shows the absence of a quorum at the time of voting. When a meeting starts without a quorum present any business transacted will be unofficial and invalid.

When meetings are required as scheduled in the bylaws, the absence of a quorum does not invalidate compliance with the rules. The meeting was held, quorum or no quorum, and need not be rescheduled to comply with the requirement of a legal meeting. The meeting is legal; the conduct of most business without a quorum is not.

Organizations should state in their bylaws the requirements for a quorum, including that for standing committees, otherwise a quorum is assumed to be a majority of the membership.

A clearly worded agenda should always be distributed prior a meeting being held. This agenda should include the names of any speakers.

The Main Motion:

A Main Motion is the statement of a request for action, an idea for evaluation, or the introduction of a resolution stating the group's position on a subject. It should be stated in the affirmative. A main motion is debatable, it may be amended, it almost always requires a majority vote to pass, and the vote may be reconsidered. To prevent confusion, only one main motion may be considered at a time.

ORDINARY MOTIONS:

To Amend:

An amendment is a change in the wording of a amendable motion, usually a main motion, to make it express more accurately what the majority wants it to say, *before it is voted on*. To amend is debatable, amendable, and requires a majority vote.

The following ordinary motions may be amended:

To Amend – if the change proposed is accepted without formal motion and vote.

To Refer – as to size of committee, selection process, deadline for report, etc.

To Postpone – as to the limits of postponement.

To Limit (Extend the Limits of) Debate – as to number of speakers.

To Recess – as to duration of recess.

One may not amend an amendment. The amendment is voted on. If passed, a new amendment may be proposed to the then existing main motion. Thus, only one proposed amendment is pending at a time.

An amendment should not be at odds with the general intent of the main motion. With approval by majority vote a substitute motion, that is a motion replacing the main motion, proposed as an amendment

may be passed. No motion previously passed may be amended by a lesser vote than was required to pass the main motion originally.

To Refer:

The motion to refer is almost always used to send the consideration of a main motion to a committee. To refer a motion to a hostile committee in order to kill it is not a legitimate use of referral. This motion is debatable, may be amended as to the number on the committee, the selection process, instructions to the committee, etc., and requires a majority vote to pass.

To Postpone:

The motion To Postpone, if passed, removes a subject from consideration until the time or meeting specified in the motion To Postpone. It is debatable, may be amended as to time or conditions of postponement, and requires a majority vote to pass. It applies to main motions only. It is the consideration of the motion that is postponed, not the motion itself. To postpone consideration of a motion until meaningful action is impossible, in order to kill the motion, is not a proper use of the motion To Postpone. Proposed amendments to the main motion are postponed if consideration of the main motion is postponed. To Postpone is not in order if motions of a higher rank are pending.

To Limit (Extend the Limit of) Debate:

The purpose of this motion is to permit an assembly to control discussion of a motion by setting limits on the time allowable for discussion before voting on the pending motion. It is not debatable. It is amendable as to the specific time limits involved. Since To Limit Debate may infringe on the basic principle of freedom of discussion, a two-thirds vote is required to pass. Motions to limit debate are implemented by the presiding officer, who announces when the limit has been exhausted and proceeds to call for a vote on the immediately pending motion.

To Close Debate:

When a motion To Close Debate is passed, all discussion on the pending motion(s) is terminated, and the assembly proceeds to vote on the immediately pending motion, unless a motion of higher rank such as To Adjourn, intervenes. After the vote has been taken, its effect has been exhausted. To Close Debate is not debatable and requires a two-thirds vote to pass. It should not be entertained by the presiding officer (whose decision may be appealed and reversed) if a fair opportunity to discuss the motion has not been given to all interested members. This motion should be used infrequently, but is effective in stopping filibustering and other dilatory tactics.

To Recess:

To Recess is a motion to interrupt a meeting. It is useful to provide a brief rest period in a tiring session, to break for a specific purpose (count ballots, etc.) or to continue a meeting on another day, while also stipulating a definite time to reconvene the meeting. To Recess is not debatable, it may be amended as to the time limit of the recess, and it requires a majority vote to pass. To Recess is in order provided the motion To Adjourn is not pending. The motion To Recess is in order as a main motion in the absence of a quorum and may be used to await the presence of a quorum. To Recess provides for an interval in the meeting, not an adjournment. When called to order after a recess the group resumes its considerations of the point at which it was interrupted.

To Adjourn:

Adjournment is the termination of a meeting, with the next meeting to be held following a call for a new meeting. To Adjourn is the highest ranking ordinary motion. To Adjourn is in order as a main motion in the absence of a quorum. It is neither debatable nor amendable and requires a majority vote to pass.

If the agenda for a meeting has been completed and no one wants the floor, the presiding officer should adjourn the meeting by announcing "Since there is no further business, if there is no objection, the meeting is adjourned." If there is unfinished business at the time of adjournment, such items are carried forward to the next meeting as unfinished business.

SPECIAL MOTIONS:

Point of Order:

A point of order is the procedure followed to call the attention of the presiding officer to a violation of the rules, an omission or a mistake in the proceedings, or any unusual situation requiring immediate attention. A Point of Order is not debatable, not amendable, and requires no vote since the presiding officer decides the point at issue. It is in order at any time. A member may appeal the ruling of the presiding officer. The presiding officer may refer the decision to the assembly for a decision by majority vote.

To Appeal:

To Appeal the ruling of the presiding officer means to subject their ruling to examination by the assembly and to secure its support or reversal. The purpose of this motion is to monitor the appropriateness and accuracy of the presiding officer's rulings and to prevent the arbitrary exercise of power. To Appeal is debatable and may not be amended, postponed, or referred to a committee. To be in order, an appeal must be raised immediately after the ruling in question is made by the presiding officer. The mover may interrupt a speaker to do so.

The affirmative vote to support the ruling is requested first, followed by the negative vote to reverse the ruling. A majority vote in the negative is required to overrule the ruling of the presiding officer, a tie vote sustains the ruling of the presiding officer.

To Withdraw:

To withdraw a motion is to remove it from consideration. The purpose of To Withdraw is to provide a means for terminating consideration of a motion without actually voting on it. It is not debatable, not amendable, and requires a majority to pass. This may be done any time prior to the final vote on the motion.

A motion that has been withdrawn after having been stated by the presiding officer is recorded by the secretary with a statement that it was withdrawn.

To Suspend the Rules:

To Suspend the Rules is to set aside or make inoperative in a given situation a rule of order that would otherwise prevent the assembly from taking a desired action. Its purpose is to allow an organization to violate its own rules or procedure when the circumstances warrant. It is not debatable, not amendable, and requires a two-thirds vote to pass. Only procedural rules may be suspended; it does not apply to bylaws or the constitution of the organization. Members may not be deprived of their rights by suspending the rules. The adopted parliamentary authority may not be suspended, although it may be changed by amending the bylaws.

To Reconsider:

To Reconsider is to call back for further consideration by the assembly an action previously taken on a main motion. It is debatable, not amendable, and requires a majority vote to pass. Its consideration may not be

referred to a committee or postponed; it is valid only in the same meeting in which the original motion was made. To Reconsider must be made while another main motion is pending, but its consideration is delayed until there is not another main motion pending. It is used to reconsider a decision made under a misapprehension or with inadequate information. No vote on a main motion may be reconsidered, however, if some irreversible action has already been taken on it, such as a payment of money, signing of a contract, a notification of an appointment and acceptance by the party concerned.

To Rescind:

To Rescind is to nullify a decision or action that cannot be changed by a motion To Reconsider. Its purpose is to cancel, or make void, the results of a motion previously passed. To Rescind is a main motion, in order only when no other main motion is pending. It is debatable, may be amended (only as to the motion of the decision to be rescinded) and requires a majority vote to pass. It makes no difference how long ago the main motion to be rescinded was passed. Motions may not be rescinded, however, if irreversible actions have already been taken on them. However, unexecuted portions of a motion may be rescinded. Advance notice is required for a majority vote to pass; a two-thirds vote is required if no advance notice is given.

CONDUCTING THE MEETING:

Role of the Presiding Officer:

The presiding officer should remain impartial in making rulings and grant each member equal rights regardless of positions taken on the issues. Whenever the presiding officer rules a motion out of order they should explain why it is out of order, and advise the mover when it would be in order, or how the mover's intent, if known, might be accomplished by the use of another procedure.

The Order of Business:

Organizations should adopt, and include in their rules of order, a systematic plan for considering items in meetings. Such a plan is traditionally referred to as the order of business or agenda.

Changing the order of business, when desired, may be accomplished by a motion to Suspend the Rules.

Recognition of Speakers:

The presiding officer must be fair in recognizing speakers in debate. As a rule, the presiding officer should allow for alternation of speakers pro and con on motions under consideration. They should be ready to refuse firmly to recognize members who claim the floor a second or third time before others have had their first turn to speak.

Disciplinary Measures:

An organization has the authority to control its own meetings and to determine who, if anyone, may be present other than its own members. If desired, a motion To Go Into Executive Session may be made. It may not be amended and requires a majority vote to pass.

Members who are out of order or are disruptive during a meeting should be given two verbal warnings. If unheeded, the presiding officer may invite a motion to censure the offending member, explaining that this becomes a matter of record in the minutes of the organization. This motion is debatable and requires a two-thirds vote to pass.

The presiding officer alone has no authority to discipline members but may conduct the procedures for disciplining members at the direction of the assembly.

Voting Procedures:

As a member of the group, the presiding officer has the same right to vote as any other member. However, it is probably wise for the presiding officer to vote only in cases in which a vote is needed to change the outcome.

The presiding officer states each motion, asks for discussion, restates each motion, asks for a vote, then restates the motion as carried. All of these steps are essential for clarity.

Participating Members:

Members will abide by decisions of the chair (unless an appeal is in order), refrain from discrediting individuals when they should be attacking arguments, exercise courtesy towards others, be restrained in language and action, and cheerfully (on the surface, at least) work to implement a majority decision even if they voted with the minority.

The Secretary:

The secretary keeps the official record. They, or Staff Designee, provides all members with a copy of the agenda, the minutes of the previous meeting, committee reports, if available, and a list of unfinished business. The minutes include a record of all official actions taken, the presiding officer, the presence of a quorum, and information showing that the meeting was duly called and thus, legal.

The exact statement of motions passed should be recorded, the names of participants in the discussion of the motion need not be. It is desirable to include in the minutes the major arguments for and against a motion, but these should not be identified with speakers. The official record of actions taken is recorded, not a transcript of what individuals say in meetings.

Complete records must be kept of all referrals, postponements, and appeals; amendments need not be entered. If the secretary is a member of the organization, they have the same right to present, discuss, and vote on motions as any other member.

The Parliamentarian:

The parliamentarian advises the presiding officer on parliamentary procedure. They should be appointed by the presiding officer, not elected. They must be an objective and impartial advisor. The parliamentarian gives advice on procedure when requested by the presiding officer. The parliamentarian does not answer questions by addressing the assembly, except at the invitation of the presiding officer. They do not make rulings, only the presiding officer may do so.

Organizations should spell out in their bylaws the function, conditions of appointment, term of office, procedures for filling vacancies, and the like concerning the parliamentarian.

VOTING:

A majority vote is a majority of eligible votes cast, not counting blanks and abstentions. A unanimous vote should mean that all members present and eligible to vote did so, and that all voted the same way. A two-thirds vote means two-thirds of the eligible votes that were cast. A tie vote is considered a negative vote, not a deadlock.

Methods of Voting:

In a vote by general consent, the presiding officer declares a motion passed or a request granted "if there is no objection." This procedure is used widely to secure decisions on routine, noncontroversial questions. Other methods of voting include: the voice vote, the show of hands, the rising vote, the roll call, by ballot, the mail vote, the vote by proxy, and preferential voting (Hare System).

A vote by ballot is usually taken to mean that voting is conducted so as to prevent disclosure of the members' vote. Errors in spelling do not make a ballot invalid if the intent of the voter is obvious.

REFERENCE

Adapted from: Keesey, R. E. (1994). *Modern parliamentary procedure*. Washington, DC: American Psychological Association.

SUMMARY CHART OF MOTIONS

Motion	Debatable	Amendable	Vote	May Be Applied
<u>Ordinary Motions</u> (in rank order)				
1. To Adjourn	No	No	Majority	C
2. To Recess	No	Yes ^b	Majority	7, C
3. To Close Debate	No	No	2/3	C
4. To Limit Debate	No	Yes ^b	2/3	7, C
5. To Postpone	Yes	Yes	Majority	3, 4, 7, C
6. To Refer	Yes	Yes	Majority	3, 4, 7, C
7. To Amend	Yes	Yes	Majority	3, 4, C
Main Motion ^a (lowest rank)	Yes	Yes	Majority	3, 4, 5, 6, 7, C, E, F
<u>Special Motions</u> (no rank)				
A. Point of Order	No	No	None	None
B. To Appeal ^a	Yes	No	Majority	3, 4, C
C. To Withdraw	No	No	Majority	None
D. To Suspend the Rules	No	No	2/3	C
E. To Reconsider ^a	Yes	No	Majority	3, 4, C
F. To Rescind ^a	Yes	Yes	Majority	3, 4, 5, 6, 7, C

^b May be amended regarding time limitations only.

^b May be amended regarding time limitations only.

Appendix D – Directorates and Associated Committees

LEGAL AND LEGISLATIVE AFFAIRS (Portfolio Manager: President)

Legal and Legislative Committee (LLC) – The LLC monitors all legal and legislative issues that impact or might impact the mental health of all Georgians. The LLC also leads the process of selecting and communicating with the lobbyist and collaboratively monitoring legislative issues.

Federal Advocacy Coordinator – The primary work of the Federal Advocacy Coordinator is to inform members of GPA about American Psychological Association Practice Organization's (APAPO) legislative agenda, while encouraging and motivating members across the state to become more active in the advocacy process. The Coordinator urges members to respond quickly when rapid response is requested.

REGIONS (Portfolio Manager: President-Elect)

Regions is composed of regional clusters and regional affiliates. Their goal is to represent psychologists in geographic areas of the state outside of metropolitan Atlanta and promote psychological issues from these regions. (See Appendix E.)

BUSINESS OF PRACTICE (Portfolio Manager: Vice President)

Committee on Family and Children – The general purpose of the Council on Family, Child and Assessment Issues is to represent and advance the interests of psychologists whose professional activities focus on providing services to children and families or conducting psychological assessments, within the larger community of GPA.

Insurance and Managed Care Committee (IMC) – The IMC serves as a resource for tracking of and providing information about insurance and managed care" issues." The IMC responds to inquiries and directs members to resources for the resolution of payment challenges and seeks answers to questions related to insurance company policy. On an as needed basis, the Committee also advocates on behalf of members by collaborating with managed care companies and insurance to improve communication and quality of care.

Committee on Independent Practice – The general purpose of the Committee on Independent Practice is to connect members and coordinate and further the interests of psychologists in independent practice.

Telehealth and Technology Task Force – The general purpose of the Telehealth and Technology task force is to explore and promote the use of telehealth services and technology by psychologists.

DIVERSITY (Portfolio Manager: Secretary)

Ethnic Minority Affairs Committee – The Ethnic Minority Affairs Committee works to broaden awareness, facilitate advocacy, and increase cultural competence around issues pertaining to ethnic diversity. The Committee addresses these goals through education, fellowship, community engagement, and dialogue. We recognize the importance of intersectional identities on the lived experience and psychological well-being of individuals and communities. The Committee is open to all psychologists who are who share in its mission, including allies.

Committee on Gender and Sexual Diversity – The general purpose of the Committee on Gender and Sexual Diversity is to facilitate and further the advocacy related to issues of human gender and sexual identity.

Committee on Psychology of Women and Girls – The general purpose of the Committee on the Psychology of Women and Girls is to be informed and to promote feminist ideals regarding the psychological issues of women and girls.

CONTINUING EDUCATION (Portfolio Manager: Treasurer)

Annual Meeting Program Committee – The Annual Meeting Program Committee collaborates with the Executive Committee and GPA Staff to develop the program for the annual meeting and to offer onsite support.

Continuing Education Committee – The Continuing Education Committee provides outstanding continuing education for psychologists in Georgia and generate income for GPA.

MEMBERSHIP (Portfolio Manager: Secretary)

Membership Committee – The Membership Committee's primary goal is to increase and retain membership in the Association. The committee assists with ongoing membership recruitment and follow- up and strives to create educational, mentoring and networking opportunities for enhanced member engagement.

Early Career Psychologists Committee – The Early Career Psychologists Committee strives to foster growth and leadership in ECPs, develop/provide resources on ECP related issues such as personal financial sustainability, career development, mentorship, licensure and board certification. The ECP committee shall assist other committees with embracing and implementing recommendations pertaining to ECPs.

Academic Affairs Committee – The Academic Affairs Committee focuses on meeting the needs of our academic psychologists, and growing GPA's presence and support in academic settings. Academic Affairs works to (1) promote the science of psychology; (2) meet the needs of and engage member academic psychologists; (3) foster relationships with relevant academic departments and their students; and (4) ensure that there are opportunities for academic psychologists to contribute their knowledge and skills to the association. Academic Affairs is also the sponsor of GPA's Annual Student Poster Session. Benefits of this committee include networking, support and discussion around issues relevant to psychologists in academic settings, and supporting research and professional development endeavors with university partnerships.

Georgia Psychological Association Graduate Students – GPAGS strive to (1) represent as well as facilitates the exchange of information and ideas among students from all specialties of psychology; (2) promote graduate student leadership development by participating in the governance structure of the Association in order to communicate and advocate the concerns of graduate students within the Association, and to promote the objectives of the Association and communicate its concerns to students; (3) establish and maintain channels of communication between GPAGS and schools, universities, training centers, institutions, and other members of the psychological community, and (4) promote the highest standards in the teaching, training, and practice of psychology in order to further the education and development of all students.

Senior Psychologists Network – The Senior Psychologists Network is designed to supply support for senior psychologists (~60+ years old) through sharing personal issues, concerns, and resources for psychologists moving toward retirement

PUBLIC EDUCATION (Portfolio Manager: APA Council Representative)

Public Education Committee – The primary purpose of the Public Education Committee is to inform the public about psychologically-related matters with the intention of empowering them to make informed health care decisions, to reduce mental health stigma and to educate them about the role that psychologists play in their lives and within their communities. This work is accomplished through educational opportunities, the creation of a Speaker's Bureau with a list of members who are qualified to present public education presentations and media interviews on a regular basis.

Appendix E – Regions

GPA is invested in advancing the profession of psychology in all areas of Georgia. Given the geographic distribution of Georgia's population, it is important that GPA strive to incorporate psychologists outside of Metro Atlanta while simultaneously operating within the realities of Metro Atlanta's population density. This is largely accomplished by having psychologists throughout Georgia be active in GPA. A secondary mechanism is to establish and maintain relationships between GPA and other groups of psychologists in areas, or regions, outside of Metro Atlanta. To assist in these efforts, the following delineates the Regions Directorate and its Directorate Representative, two types of official relationships between GPA and regional groups of psychologists, and the ways in which those groups interface with the Regions Directorate.

I. Regions Directorate and the Directorate Representative (DR) for Regions

- A. The operation of directorates is described in Article IV, Section 1. The Regions Directorate differs only in that it is comprised of Regional Clusters and Regional Affiliates instead of committees. The role of the DR remains the same.
- B. The role of DRs is described in Article II, Section 8. The DR for Regions differs in that the individual is chosen from among the Regional Affiliate Delegates instead of from among committee chairs. Because Regional Affiliates and Regional Clusters do not each have a vote in BOD meetings, it is the responsibility of the DR for Regions to represent the interests of all regional groups with their vote. In the event that there is only one Regional Affiliate, the Delegate from that affiliate serves as the DR for Regions.

II. Regional Cluster

- A. Criteria:
 - 1. A Regional Cluster is a formal or informal group of five or more GPA members who live and/or practice in a geographic area of Georgia outside of Metro Atlanta and who seek to be in relationship with GPA.
 - 2. The group may formally request Regional Cluster status with GPA by submitting the form set forth below to the BOD for approval.
- B. Responsibilities:
 - 1. Each Regional Cluster maintains its own rules for organization and operation.
 - 2. Each Regional Cluster maintains this status by annually submitting the form set forth below to GPA for BOD approval.
 - 3. Each Regional Cluster may, but is not required to, select from among its GPA member psychologists an individual to serve as the Regional Cluster Liaison to the DR for Regions. This individual serves as the primary communication point between the Regional Cluster and the DR for Regions.

III. Regional Affiliate

- A. Criteria:
 - 1. A Regional Affiliate is a formal group of 25 or more psychologists, at least 50% of whom are GPA members, who live and/or practice in a geographic area of Georgia outside of Metro Atlanta and who seek to be in relationship with GPA.
 - 2. To be eligible for Regional Affiliate status, the group must:
 - a. be open only to psychologists and trainees as members
 - b. meet the size and membership specifications above
 - c. have by-laws
 - d. have elected officers
 - e. regularly hold business meetings

3. A group that meets these criteria may formally request Regional Affiliate status with GPA by submitting the form set forth below to the BOD for approval.
- B. Responsibilities:
1. Each Regional Affiliate maintains its own rules for organization and operation.
 2. Each Regional Affiliate maintains this status by annually submitting the documentation set forth below to GPA for BOD approval.
 3. Each Regional Affiliate appoints from among its GPA member psychologists an individual to serve as Delegate to be their official liaison to the DR for Regions. Delegates:
 - a. communicate with the DR for Regions regarding GPA-related issues as well as issues within the regions that may be of interest to GPA.
 - b. communicate with their fellow members of the Regional Affiliate regarding GPA-related issues.
 - c. provide input to the DR for Regions to guide and facilitate that individual's discussion and voting at BOD meetings.
 4. Each Regional Affiliate may, but is not required to, have their Delegate attend BOD meetings to further represent the interests of that Regional Affiliate. However, the sole voting privilege for the Regions Directorate resides with the DR for Regions.
- C. Responsibilities of GPA to Regional Affiliates:
1. GPA shall offer Regional Affiliates two free CE application reviews per year. Additional CE reviews will be charged at the regular rate.
 2. GPA may provide a roster of psychologists in that region who are not current members of the Regional Affiliate to facilitate membership recruitment for the Regional Affiliate.
 3. GPA's Executive Director or current President shall attend a Regional Affiliate meeting once a year.
 4. Each Regional Affiliate President may consult with the Executive Director or President about local regional matters as needed.

IV. Ambassadors to Regions

- A. The DR to Regions may appoint Ambassadors to geographic areas of Georgia outside of Metro Atlanta. The role of Ambassadors is to promote involvement with GPA among psychologists in their region and to highlight the importance of GPA membership. As such, Ambassadors normally are assigned to geographic areas in which they work and/or live.
- B. Ambassadors can be nominated by their Regional Cluster or Regional Affiliate, or the DR for Regions can seek out nominees.
- C. Ambassadors serve a one-year term, with no more than three consecutive years in that position.
- D. If requested, Ambassadors assist the psychologists in their assigned region with any efforts to officially affiliate with GPA as a Regional Cluster or Regional Affiliate.

Regional Cluster Status Request

The (*insert name of Regional Cluster*) welcomes the opportunity to have a formal relationship with the Georgia Psychological Association as a Regional Cluster.

The GPA Board of Directors approved this request effective _____ and as such, GPA has granted this group status as a Regional Cluster. As part of this agreement, (*insert name of Regional Cluster*) shall adhere to the criteria set forth below:

- Maintain a formal or informal membership of at least 5 psychologists who are current members of GPA

The Regional Cluster will fall under the purview of the Directorate Representative for Regions who shall cast votes at the GPA Board of Director meetings in the collective interests of all of the Regional Affiliates and Clusters of GPA.

Each Regional Cluster may appoint a Liaison to the Directorate Representative for Regions, to be the primary communication point between the Regional Cluster and the Directorate Representative. The Directorate Representative shall be chosen as designated in the GPA Policies and Procedures (updated May 2019). All other functions of the Regions Directorate shall proceed as outlined in the GPA Policies and Procedures (updated May 2019).

If the Regional Cluster requires support or services from the GPA staff or Central Office, those would be negotiated at the time of the request.

This agreement shall be in effect for one year from the effective date above, and shall be updated/renewed at that time.

Printed Name, GPA President

Printed Name, Authorized Signor for Regional Cluster

Signature, GPA President

Signature, Authorized Signor for Regional Cluster

Date

Date

Regional Affiliate Status Request

The (*insert name of Regional Affiliate*) welcomes the opportunity to have a formal relationship with the Georgia Psychological Associate as a Regional Affiliate.

The GPA Board of Directors approved this request effective _____ and as such, GPA has granted this group status as a Regional Affiliate. As part of this agreement, (*insert name of Regional Affiliate*) shall adhere to the criteria set forth below:

- Maintain a membership of at least 25 psychologists or psychologists in training, at least 50% of whom are current members of GPA
- Be open only to psychologists and trainees as members
- Have by-laws
- Have elected officers
- Have regularly held business meetings

The Regional Affiliate will fall under the purview of the Directorate Representative for Regions who shall cast votes at the GPA Board of Director meetings in the collective interests of all of the Regional Affiliates and Clusters of GPA. The Directorate Representative shall be chosen as designated in the GPA Policies and Procedures (updated May 2019). All other functions of the Regions Directorate shall proceed as outlined in the GPA Policies and Procedures (updated May 2019).

The Regional Affiliate shall appoint a Delegate to be their official liaison to the Directorate Representative for Regions. The role of the Delegate is described in the GPA Policies and Procedures, Appendix E, Section III.A.B.3.

As part of this agreement, GPA shall provide the following:

- GPA shall offer this Regional Affiliate two free CE application reviews per year. Additional CE approvals would be charged at the regular rate.
- GPA may provide a roster of psychologists in this region who are not current members of the Regional Affiliate to facilitate membership recruitment for the Regional Affiliate.
- GPA's Executive Director or current President shall attend a Regional Affiliate meeting once a year.
- The Regional Affiliate President may consult with the GPA Executive Director or President about local regional matters, as needed.

If the Regional Affiliate requires support or services from the GPA staff or Central Office, those would be negotiated at the time of the request.

This agreement shall be in effect for one year from the effective date above, and shall be updated/renewed at that time.

Printed Name, GPA President

Printed Name, Authorized Signor for Regional Affiliate

Signature, GPA President

Signature, Authorized Signor for Regional Affiliate

Date

Date

Appendix F – Public Interest Review Committee (PIRC)

Purpose

Given the Georgia Psychological Association's (GPA) mission, as well as psychologists' commitment to using psychological knowledge to improve the condition of individuals, organizations, and society, GPA will at times see value in commenting on issues relevant to psychology in the public arena. Such issues are often relevant to the practice of psychology, applications of psychological science, and/or the promotion of human welfare. By providing comment, GPA aims to communicate psychologically-related information that could inform public policy and/or discourse. When such a public interest issue arises, the process outlined here provides a framework for helping GPA make decisions about whether to comment, what to say, and how to say it. The Public Interest Review Committee (PIRC) exists to provide an important layer of input into this decision-making process.

Definitions

"Commenting" or providing "comment(s)" refers to the act of GPA officially speaking on, to, or about a specific issue. Comments include, but are not limited to: white papers, policy statements, press releases, amicus briefs, legislative testimony, position statements, coalitions, and professional and public education initiatives. Regardless of the final form of dissemination, official GPA comments must exist in written form.

"Issue(s)" refers to topics that GPA might comment on, to, or about. Issues include, but are not limited to: societal or human welfare concerns, mental health, public events and occurrences, public policy, regulatory rules or practices, endorsements, legislation, and legal proceedings or decisions.

PIRC in Relation to BOD

The PIRC is advisory to the GPA Board of Directors (BOD). Ultimately the BOD makes decisions regarding GPA commenting on an issue. The PIRC provides valuable input into this decision by first scrutinizing proposed comments, and the PIRC serves as an entry point for members seeking to have GPA comment on an issue. As such, the PIRC's independence from the BOD is also valued as it creates opportunities for proposed comments to receive full consideration.

PIRC Composition

The PIRC is composed of five (5) members of GPA: Past-President, who serves as PIRC Chair; Secretary of GPA, who serves as PIRC Secretary; and three (3) members to be appointed by the President with staggered 3-year terms that begin on July 1. Given the nature of PIRC and its role in GPA, the President will, in consultation with the Diversity Directorate, ensure representation of marginalized identities when appointing the three members. The President communicates the PIRC composition to the BOD for advice and consent. The Executive Director (ED) and Director of Public Affairs (DPA) will serve as ex officio members of the PIRC, are expected to attend all meetings, and should be included on all PIRC communication.

PIRC Scope

As defined in the purpose above, the PIRC engages in a review of all proposed GPA comments, with exceptions noted below. Proposed GPA comments that pertain exclusively to legislative matters (e.g., bills, testimony, position statements) do not require review by the PIRC. These proposals are instead vetted through the GPA entities established for the review of such issues, but such entities may also enlist the support of the PIRC process to collect psychological science relevant to a legislative matter. Ultimately, legislative action is outside the scope of the PIRC and will remain under the purview of the GPA entities established for such issues.

PIRC Process

Source and Formulation of a Proposed Comment

- Any GPA member can propose that GPA comment on an issue by bringing their request to either (a) the chair of a relevant GPA standing committee or (b) a member of the PIRC. The committee chair or PIRC member must sponsor and shepherd the proposal through the process.
- It is advisable that GPA members introducing such a proposal coordinate with relevant GPA committees to gain input.
- Proposals must be written with clear delineation of the following:
 - a) the issue being commented on
 - b) the comment GPA should make
 - c) the relevant psychological science supporting the comment
 - d) the reasoning/argument for GPA to pursue it
 - e) how the comment would be implemented, issued, or acted upon

PIRC Consideration

- PIRC reviews all proposals that are appropriately presented and complete.
- PIRC must take action within 10 business days of receiving a proposal. Sponsors can request quicker action at the time of submitting but must provide a strong rationale.
- PIRC's review must scrutinize the content of the proposed comment for: accuracy (i.e., is it consistent with scientific knowledge, professional knowledge, and ethical standards) and overall clarity
- alignment with GPA's stated legislative agenda, strategic plan, and current priorities
- consistency with any relevant American Psychological Association (APA) comments or positions
- In the course of its review, PIRC can return to the proposal's sponsor with feedback for modifications and then reconsider a revised proposal.
- On the basis of its review, the PIRC makes a decision on whether or not to recommend to the BOD that the proposal be adopted. PIRC reaches this decision through consensus, when possible, or through majority vote.
- PIRC provides written communication of its recommendation to the proposal sponsor and the BOD. This recommendation should capture the full range of input from PIRC members, including dissenting opinions.
- PIRC actions are recorded by the PIRC Secretary via meeting minutes and given to the ED.

BOD Consideration

- Upon receiving a recommendation from PIRC, the BOD considers the proposal at its next meeting. Per GPA Policies and Procedures, the Executive Committee (EC) considers the proposal when needed.
- The sponsor presents the proposal and relevant information, and the PIRC presents its recommendation.
- The BOD takes the PIRC recommendation into account but is not bound by it.
- Minor content changes to the proposal, specifically to the proposed comment, can be made at this point either at the request of the BOD or sponsor. Substantive changes should go back to PIRC for vetting of content. If time does not allow this, then the BOD must assume the full responsibility of scrutinizing the revised content.
- The BOD's decision is communicated to the sponsor and PIRC by the Past-President.
- The implementation of any adopted comment is directed by the BOD.

Exceptions

- There may be times when the urgency of an issue contributes to a desire to circumvent PIRC review. In such instances, efforts should first be made to follow PIRC processes at an accelerated timeline. If this is not feasible, then the BOD (or EC acting in its place) must first vote to bypass PIRC review prior to considering the proposed comment. When a decision to bypass PIRC review is made, it is important to still engage PIRC in a review of any adopted comment if the issue and/or GPA's comment is likely to be ongoing.
- If APA, including its arms (e.g., committee, division, task force), makes a statement or articulates a position, GPA may provide this information without PIRC review to GPA members or other interested parties so long as it is clearly identified as originating from APA.
- If APA or GPA has issued a statement or articulated a position in the past, GPA may provide this information without PIRC review to GPA members, the public, press, policy makers, or other interested parties, so long as the previous date of approval is clearly identified. In these cases, the directive providing information will come directly the President or ED. In their stead, the President or ED may appoint a GPA member or staff person to provide the information.
- If a publicly known event occurs for which there is not an existing GPA or APA policy, the President may make a statement based on psychological research and/or APA's Ethical Principles of Psychologists and Code of Conduct. In issuing such a statement, the President will endeavor to obtain feedback from the President's Council and/or the ED.
- GPA may develop positions papers on various issues about which there are data and/or our Ethical Principles have called upon us to advocate. These positions may be used by the President and/or ED to make statements on public interest issues. These do not require PIRC review, but may benefit from collaboration with PIRC.

Revision

This document was approved on January 23, 2021 and is in effect through June 30, 2023. Revisions may be made as needed through BOD approval.

Appendix G – Membership Dues Structure



2022-2023 GPA Membership Dues Renewal

Membership Year: July 1, 2022 - June 30, 2023

Personal Information:

****Renewing members should log in to their GPA profile to update their information.**

****All NEW MEMBER applications must be completed online at gapsychology.org.**

First Name: _____ Last Name: _____

Degree (PhD, PsyD, etc.): _____ Email: _____

Ethics Agreement: I have read and agree to abide by the Code of Ethics of the American Psychological Association as a member of GPA found at: www.apa.org/ethics/code. ☐ Yes ☐ No

Membership Options:

(Member benefits on back)

☐ **Silver (Basic)- \$210**

☐ **Gold (Premium)- \$350**

☐ **Platinum- \$645**

☐ **Past President Platinum- \$645**

☐ **Student- \$38** (Must be enrolled in a graduate/undergraduate program or a post-doctorate fellowship)

☐ **Emeritus- \$113** (Must contact office to change to this level. Requirements: 65+, fully retired, 10yrs consecutive GPA membership)

☐ **Past President-\$210**

Legal Consultation: Up to two hours of phone consultation.

☐ \$175 (Gold, Platinum, and Past President Members)

☐ \$225 (Silver Members)

☐ List me as a Pro Bono provider on the referral system.

Donations:

GPA Foundation: \$ _____

GPA Political Action Committee: \$ _____

GPA General Fund: \$ _____

Total Payment: \$ _____

*Thank You
for Your
Membership!*

Payment Options:

1. Online: www.gapsychology.org

2. Mail: Georgia Psychological Association,
5555 Glenridge Connector, Suite 200, Atlanta, GA 30342

Check Number: _____
(Make check payable to *Georgia Psychological Association*)

Credit/Debit Card:

AMEX ☐ Discover ☐ MasterCard ☐ VISA ☐

Card #: _____ / _____ / _____

Exp. Date: ____ / ____ **Security Code:** _____

Name as it appears on card: _____

Billing Address: _____

Phone Number: (_____) _____ - _____

Deductibility: 60% of your GPA dues may be deducted as a business expense according to IRS regulations. Our calculations attribute 40% of your dues to lobbying activities. Gifts to the GPA Foundation are tax- deductible to the full extent of the law. GPA PAC contributions are **not** tax- deductible.

	Student	Silver	Gold	Platinum	Emeritus
2022-2023 Dues					
Membership Benefits	\$38	\$210	\$350	\$345	\$113
\$100 off Annual Meeting	✓	✓	✓		
50% off Annual Meeting (\$300+ value)				✓	
CE tracking	✓	✓	✓	✓	✓
E-Newsletter (2x/month)	✓	✓	✓	✓	✓
Legal and legislative updates and representation	✓	✓	✓	✓	✓
Free Insurance and Managed Care consultation	✓	✓	✓	✓	✓
Free Ethics consultation	✓	✓	✓	✓	✓
Professional development opportunities	✓	✓	✓	✓	✓
Discounted Continuing Education workshops (up to \$30 off per workshop)	✓	✓	✓	✓	
Discounted Legal consultation		✓	✓	✓	✓
Discounted merchant processing		✓	✓	✓	✓
Senior Psychologist Network Listserv		✓	✓	✓	✓
GPA Premium Listserv (get updates on billing/coding, referrals, MCO, insurance, etc)			✓	✓	
Listing on GPA's Online Referral Page			✓	✓	
1 free career posting ad on GPA career center (\$99 value)				✓	
2 free 3-hour CE workshops (\$230 value)				✓	
1 free e-newsletter ad (\$200 value)				✓	

GPA Will Help Your Career Grow:

- Join our statewide referral service and get new leads on clients.
- Work with our sponsoring legal attorneys for professional consultation.
- Get answers for questions on ethical, managed care and insurance practice matters with professional consultations
- Find an outlet for your talents by serving on any number of our committees and task forces.

GPA Will Keep You On the Cutting Edge:

- Stay up to date on standards of professional practice and develop your skills and knowledge base by attending outstanding APA and GPA approved Continuing Education workshops offered at substantially discounted rates.
- Discounts from advertisement in our newsletter to attendance at conventions, mailing lists, etc.
- Our bi-monthly E-newsletter highlights member happenings, events, professional articles, CE credit offerings, and classifieds.

GPA Will Help You Shape the Future of Psychology:

Through the Legal and Legislative Committee, lobbyist and grassroots efforts, GPA is the voice of psychology in Georgia, aggressively advocating for psychologists' interests before the Federal and State Legislature, Governor, Examining Board of Psychology, and the court system.

For more information, email us at admin@gapsychology.org or call (404) 634-6272.

Appendix H – GPA Graduate Students (GPAGS) Rules and Procedures

RULES AND PROCEDURES OF THE GEORGIA PSYCHOLOGICAL ASSOCIATION FOR GRADUATE STUDENTS (GPAGS) COMMITTEE

Mission Statement: To provide a forum to shape professional futures for graduate students and postdoctoral fellows in Georgia.

The graduate psychology field is consistently growing in Georgia and focus on the next generation of psychological scientists and practitioners is critical to our profession. Throughout a student's academic career, there are many significant milestones including, but not limited to, completion of practica, matching at an internship, completion of dissertation and choosing a relevant postdoctoral fellowship. Subsequent to the completion of a postdoctoral fellowship more significant milestones such as obtaining licensure or becoming board certified are crucial. The Georgia Psychological Association for Graduate Students (GPAGS) offers its members opportunities to enhance their progress toward a career in psychology. GPAGS assists with guiding members through these various milestones. Graduate students and postdoctoral fellows can be involved in the psychological community while promoting their own professional and personal development and growth.

ARTICLE 1. DEFINITIONS AND OBJECTIVES

Section 1: Definitions

- A. "Association" means the Georgia Psychological Association,
- B. "Board" means the members of the Georgia Psychological Association of Graduate Students who are elected to provide leadership
- C. "Committee" includes elected members of GPAGS,
- D. "Executive Committee" means the steering committee of GPAGS, consisting of the Chair, Past-Chair and Chair-Elect,
- E. "Officer" means a member of the board of GPAGS and "office" has a corresponding meaning,
- F. "Election" means an election for board officers,
- G. "Elections Committee" means the elections committee of the Georgia Psychological Association
- H. "Student" means any undergraduate or graduate student taking courses in psychology, or post-doctoral fellow in psychology,
- I. "Member is "in good standing"
 - 1) who is not in default of fulfillment of any prescribed fee to the Association,
 - 2) who is not in default of fulfillment of any other prescribed obligation to GPAGS

Section 2. Objectives

The fundamental objectives of the committee include the following:

- 1. represent as well as facilitate exchange of information and ideas among students from ALL specialties of psychology,

2. promote graduate student leadership development by participating in the governance structure of the Association in order to communicate and advocate the concerns of graduate students within the Association, and to promote the objectives of the Association and communicate its concerns to students, and
3. establish and maintain channels of communication between GPAGS and schools, universities, training centers, institutions, and other members of the psychological community and
4. promote the highest standards in the teaching, training, and practice of psychology in order to further the education and development of all students.

ARTICLE 2. MEMBERSHIP

- A. A student member of the Association who is a graduate student or post-doctoral fellow, or an undergraduate student who elects to join GPAGS, is a member of GPAGS. The admission requirements for membership in GPAGS are that the applicant is a member of the Georgia Psychological Association.

ARTICLE 3: GOVERNANCE AND ELECTIONS

Section 1. Officers

- A. The officers of GPAGS shall be,
 - 1) Chair,
 - 2) Chair-elect,
 - 3) Past-chair,
 - 4) Secretary,
 - 5) GPAGS Advisor/Liaison,
 - 6) Campus Representative
- B. The chair shall be the chief officer of GPAGS and they, or a Member who presides in the absence of the Chair such as the Chair-elect, shall preside over meetings of the officers.
- C. The other officers shall assist the chair and shall perform the tasks that are assigned.
- D. The chair and the other officers are responsible to the Association's board of directors
- E. Officers can expect to spend approximately three to five hours weekly on assigned duties
- F. No one individual shall concurrently hold more than one office within GPAGS.
- G. An officer of GPAGS holds office for at least one year but can hold the same post for more than one year.

Section 2. Elections

- A. Procedures For Nomination
 - 1) Regular elections as prescribed below will be held annually for the chair-elect.
 - 2) A public announcement of the call for applications for candidates will go out at least 2 months prior to the deadline for submission of applications for positions.
- B. Nomination Eligibility:
 - 1) Complete an application, including an autobiographical statement to be used in the elections procedure,
 - 2) Be a member in good standing,

- 3) Be a graduate student (enrolled in a master's or doctoral program), undergraduate students are *not* eligible to run for elections
- 4) Applicants for the Chair-Elect position, must be enrolled in a university that has regional accreditation.

C. Voting eligibility

- 1) A member who is in good standing is qualified to vote in any election for officer.

D. Elections Process

- 1) After the deadline for call for applications, applicants may be interviewed about the position for which they are applying.
- 2) After the close of the call for applications, and at least 45 days prior to the start of the elections period, the elections committee shall prepare for the final election ballot a slate with no more than three persons per position for each of the offices to be elected. If the elections committee is tied in the vote for whom to comprise the slate, the chair of the elections committee will cast the deciding vote.
- 3) Applicants will submit autobiographical statements that will be used for the ballot.
- 4) The election period shall be a period of no less than 28 days, and no greater than 31 days.
- 5) Where two or more candidates receive the same number of votes after the close of elections, the chair of the Elections Committee shall cast a deciding vote.
- 6) where there is less than three candidates for an office, the chair of the elections committee may, nominate one or more other members who are eligible for the position.
- 7) Announcement of election results shall be made no later than one month after the ballot period closes.
- 8) Officers will succeed to, and retire from, office at the end of the fiscal year.

ARTICLE 4: VACANCIES

A. Resignation

- 1) An officer may resign from the board by delivering, in sufficient time, a written resignation to the chair or, if the resigning officer is the chair, to the chair-elect, and the office of that officer is thereupon vacant.

B. Recall

- 1) The office of an officer who ceases to be in good standing automatically thereupon becomes vacant.

C. Removal

- 1) An officer may be removed from office before their term of office would otherwise have expired by, a two-thirds majority of the votes cast at a board meeting.

ARTICLE 5: AMENDMENTS

- A. Any changes to these operating procedures may be made by a simple majority from the Board with a quorum.

Appendix I – Record Retention and Destruction Policy

1) Policy

This Policy represents the Georgia Psychological Association's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Administration

Attached as Appendix I is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Georgia Psychological Association and the retention and disposal of electronic documents. The Executive Director and/ or Director of Operations (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Georgia Psychological Association; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal in Event of Litigation or Claims

In the event the Georgia Psychological Association is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Georgia Psychological Association or the commencement of any litigation against or concerning the Georgia Psychological Association, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical records generated in the course of the Georgia Psychological Association's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of the Georgia Psychological Association on 2/23/19.

Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records

Comment: The list of possible records suggests the potential breadth of items for which policies should be established. Every organization may not need all of these categories, but every organization should for itself determine which ones are relevant.

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to 'read' the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

<u>Record Type</u>	<u>Retention Period</u>
Accounts Payable & Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. CONTRACTS

Record Type

Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

7 years after expiration or termination

Comment: Some states may require longer retention period generally, or for specific types of contracts. A local attorney should be consulted.

C. CORPORATE RECORDS

Record Type

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Retention Period

Permanent

Licenses and Permits

Permanent

D. ELECTRONIC DOCUMENTS

1. Electronic Mail: Not all email needs to be retained, depending on the subject matter.

- All e-mail—from internal or external sources—is to be deleted after 12 months unless related to records that need to be kept for longer periods of time according to this schedule.
- Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
- The Georgia Psychological Association will archive e-mail for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
- All Georgia Psychological Association business-related email should be downloaded to a service center or user directory on the server.
- Staff will not store or transfer Georgia Psychological Association-related e-mail on non-work-related computers except as necessary or appropriate for the purposes of the Georgia Psychological Association.
- Staff will take care not to send confidential/proprietary Georgia Psychological Association information to outside sources.
- Any e-mail staff deems vital to the performance of their job should be copied to the staff's Z: drive folder, and printed and stored in the employee's workspace.

2. Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

3. Web Page Files: Internet Cookies

- All workstations: Chrome or other web browser should be scheduled to delete Internet cookies once per month.

In certain cases, a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

E. PAYROLL DOCUMENTS

<u>Record Type</u>	<u>Retention Period</u>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

F. PERSONNEL RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Commissions/Bonuses/Incentives/Awards	7 years
EEO- 1 /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision

Record Type**Retention Period**

Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)

2-4 years (4 years if file contains any correspondence which might be construed as an offer)

Job Descriptions

3 years after superseded

Personnel Count Records

3 years

Forms I-9

3 years after hiring, or 1 year after separation if later

Comment: Many employment and employment tax related laws have both state and Federal law requirements. A local attorney should be consulted.

G. PROPERTY RECORDS**Record Type****Retention Period**

Correspondence, Property Deeds, Assessments, Licenses, Rights of Way

Permanent

Property Insurance Policies

Permanent

H. TAX RECORDS**Record Type****Retention Period**

Tax-Exemption Documents and Related Correspondence

Permanent

IRS Rulings

Permanent

Excise Tax Records

7 years

Payroll Tax Records

7 years

Tax Bills, Receipts, Statements

7 years

Tax Returns - Income, Franchise, Property

Permanent

Tax Workpaper Packages - Originals

7 years

Sales/Use Tax Records

7 years

Annual Information Returns - Federal and State

Permanent

Record Type**Retention Period**

IRS or other Government Audit Records

Permanent

Comment: Retention period for sales taxes and property taxes are determined by state law. A local accountant or attorney should be consulted.

I. CONTRIBUTION RECORDS**Record Type****Retention Period**

Records of Contributions

Permanent

Documents evidencing terms, conditions or restrictions on gifts

Permanent

Appendix J

Georgia Psychological Association Research Request Policy for Non-Association Purposes

Research requests can be distributed to membership through the e-newsletter if the research request is considered a direct benefit to the profession of psychology in GA.

Submission of research requests to the GPA e-newsletter will go directly to the chair(s) of GPA's Academic Affairs Committee. Upon review of the request, the Academic Affairs committee will send an email to the contact person of the request informing them of the acceptance or denial of the survey distribution. GPA will use the following guidelines in determining whether to distribute the research request to GPA members:

- The person conducting the research or the research advisor must be a current member of GPA
- The member conducting the research must send proof of Institutional Review Board (IRB) approval
- The name and contact information for the research advisor must be provided with submission
- A copy of the research tools must be provided to GPA with submission.

If approved by GPA's Academic Affairs Committee, the request will be distributed on the e-newsletter, which is distributed every first and third Wednesday. The research requests must be approved prior to one week of the e-newsletter's publication date.

GPA's Policy on Research Distribution on Listservs:

In accordance with the APA Social Media/Forum Policy, it is the policy of the Georgia Psychological Association (GPA) to refuse to grant access to its membership via its listservs. Public social networks carry risks and disadvantages for conducting research.

Those who inquire will also be advised of the APA's Policy on Social Media which advocates the use of extreme caution in any endorsement of or forwarding of requests for research participation through any APA-approved Forum (listserv).

For more information please contact Rachel Ammirati at rammira@emory.edu or Emily Mouilso emouilso@uga.edu

Appendix K

Logo Use and Member Designation Policy

GPA Logo:

Use of the GPA logo is reserved for exclusive use by the Association. GPA reserves the right to prohibit any use of the Logo. Any unauthorized use of the Logo is strictly prohibited.

Member designation:

Only members in good standing of GPA may identify themselves as “Members of GPA” in text form only (not using the logo).

Procedures for Handling Misuse of Logo/Member Designation:

1. When informed of a potential misuse of logo, inform office staff.
2. Office staff will send initial request for corrective action, inform the current Membership Chair(s), and keep a record noting the date, person, alleged act, and location. Include screenshot if needed.
3. Check back in 2 weeks –
 - a. If individual did not respond but took the logo off, close the case.
 - b. If individual responded but did not take the logo off, send a follow-up reminder.
 - c. If individual did not respond and did not take the logo off, follow-up with Membership Chairs.

Appendix L – Legal and Legislative Committee (LLC)

Purpose

Given the Georgia Psychological Association's (GPA) mission, as well as psychologists' commitment to using psychological knowledge to improve the condition of individuals, organizations, and society, GPA will at times see value in advocating with respect to issues in the legislative and/or legal arenas. Such issues are often relevant to the practice of psychology, applications of psychological science, and/or the promotion of human welfare, and are typically focused on legal and legislative issues within the context of Georgia. Prior to such issues arising, GPA should articulate its advocacy priorities or agenda. When such issues arise, the process outlined here provides a framework for helping GPA make decisions about whether to advocate, what position(s) to adopt, and how to advocate. The Legal and Legislative Committee (LLC) exists to provide an important layer of input into this decision-making process.

Definitions

"Legal" refers to issues that pertain to the interpretation and/or enforcement of existing law. Legal issues include, but are not limited to, matters within law enforcement, the courts systems, and regulatory bodies/agencies.

"Legislative" refers to issues that pertain to the creation or modification of law. Legislative issues include, but are not limited to, matters of law creation and/or modification.

"Issue(s)" refers to causes, proposals, or actions that GPA might advocate on. Issues include, but are not limited to, societal or human welfare concerns, mental health, public events and occurrences, public policy, regulatory rules or practices, endorsements, legislation, and legal proceedings or decisions.

"Advocacy" refers to actions that support or oppose a legal or legislative issue. Advocacy includes, but is not limited to, arguing for, supporting, defending, or endorsing a particular position on an issue. These can take various forms, including, but not limited to, legislation, testimony, white papers, amicus briefs, public comment, lobbying, and coordinated actions.

"Position(s)" refers to the specific stance or view that GPA adopts and advocates for.

LLC in Relation to the BOD

The LLC is advisory to the GPA Board of Directors (BOD). Ultimately the BOD makes decisions regarding GPA's advocacy priorities and whether to advocate on a legal or legislative issue. The LLC provides valuable input by helping articulate priorities and scrutinizing proposed advocacy positions and actions. The LLC also serves as an entry point for members seeking to have GPA advocate on an issue. As such, the LLC's independence from the BOD is also valued as it creates opportunities for proposed advocacy to receive full consideration.

LLC Composition

The LLC is composed of members of GPA. It includes an appointed Chair who serves a one-year term that can be renewed, the President of GPA, and four to ten (4–10) at-large members with staggered 2-year terms that begin on July 1. LLC Chair will ensure representation of the diverse range of GPA members and stakeholder positions when recruiting and selecting at-large members. Each directorate and regional affiliate may select one representative to serve as an at-large member of the LLC. One of the at-large members serves as LLC Secretary. Given the nature of the LLC and its role in GPA, the President and The President communicates the LLC composition to the BOD for advice and consent.

The Executive Director (ED) and Director of Professional Affairs (DPA) will serve as an ex officio members of the LLC, are expected to attend all meetings, and should be included on all LLC communication.

The LLC Chair coordinates with the President, ED, DPA, and lobbyist/lobbying team (note that the DPA serves as the primary point of contact for the lobbyist/lobbying team); directs the work of LLC members, presides over all meetings, communicates with the GPA Political Action Committee, and represents the LLC on the BOD.

LLC Scope

As defined in the purpose above, the LLC helps develop GPA's advocacy priorities and engages in a review of all proposed GPA advocacy. Typically, advocacy will focus on legal and legislative issues within Georgia, though at times GPA may consider, in coordination with the GPA Federal Advocacy Coordinator and APA, engaging legal and legislative issues at the federal level. At times the LLC may engage the support of the PIRC processes to collect psychological science relevant to a legislative matter.

LLC Process

Setting Advocacy Priorities

- At the beginning of each fiscal year, the LLC develops advocacy priorities for GPA, or an advocacy agenda.
- These priorities must take into account multiple factors, including not only legal and legislative trends, themes, and events, but also GPA's mission, strategic plan, Presidential initiatives, budget, and resources.
- A written version of the advocacy priorities should be submitted to the BOD for consideration by no later than the end of the first quarter of the fiscal year.

Source and Formulation of Proposed Advocacy

- Issues for which GPA may choose to advocate will typically come to the attention of LLC members and/or the lobbyist/lobbying team. In these cases, an LLC member formulates the proposal.
- Any GPA member can propose that GPA advocate on an issue by bringing their request to a member of the LLC. The LLC member must sponsor and shepherd the proposal through the process. It is advisable that GPA members introducing such a proposal coordinate with relevant GPA committees to gain input.
- Proposals must be submitted using the established template, which guides the author to provide clear delineation of the following:
 - (a) the issue being advocated
 - (b) the position GPA should advocate for
 - (c) the relevant psychological science supporting the position
 - (d) the reasoning/argument for GPA to advocate on the issue
 - (e) how the advocacy would be implemented

LLC Consideration

- The LLC reviews all proposals that are appropriately presented and complete.
- The LLC must take action within 10 business days of receiving a proposal. Sponsors can request quicker action at the time of submitting but must provide a strong rationale.
- The LLC's review must scrutinize the content of the proposed advocacy position for:
 - (a) accuracy (i.e., is it consistent with scientific knowledge, professional knowledge, and ethical standards) and overall clarity
 - (b) alignment with GPA's stated advocacy priorities
 - (c) potential implications for GPA's existing advocacy positions and efforts
- In the course of its review, the LLC can return to the proposal's sponsor with feedback for modifications and then reconsider a revised proposal.
- On the basis of its review, the LLC makes a decision on whether or not to recommend to the BOD that the proposal be adopted. LLC reaches this decision through consensus, when possible, or through majority vote.
- LLC provides written communication of its recommendation to the proposal sponsor and the BOD. This recommendation should capture the full range of input from LLC members, including dissenting opinions.
- LLC actions are recorded by the LLC Secretary via meeting minutes and given to the ED.

BOD Consideration

- Upon receiving a recommendation from the LLC, the BOD considers the proposal at its next meeting. Per GPA Policies and Procedures, the Executive Committee (EC) considers the proposal when needed.
- The sponsor presents the proposal and relevant information, and the LLC presents its recommendation.
- The BOD takes the LLC recommendation into account but is not bound by it.
- Minor content changes to the proposal, specifically to the proposed position, can be made at this point either at the request of the BOD or sponsor. Substantive changes should go back to the LLC for vetting of content. If time does not allow this, then the BOD must assume the full responsibility of scrutinizing the revised content.
- The BOD's decision is communicated to the sponsor and the LLC by the LLC Chair.

Advocacy Implementation

- The implementation of any adopted position is directed by the LLC working in conjunction with the DPA, lobbyist/lobbying team, and ED.
- In most cases the responsibilities for specific actions will be delegated to LLC members, the DPA, and/or the lobbyist/lobbying team, as appropriate given their roles, skills, and expertise on the issue at hand.

Exceptions

- There may be times when the urgency of an issue contributes to a desire to circumvent LLC review. In such instances, efforts should first be made to follow LLC processes at an accelerated timeline. If this is not feasible, then the BOD (or EC acting in its place) must first vote to bypass LLC review prior to considering the proposed comment and then gather input from individuals who would have been involved in the normal LLC processes (e.g., the LLC Chair, lobbyist/lobbying team, DPA). When a decision to bypass LLC review is made, it is important to still engage the LLC in a review of any adopted advocacy position if the issue and/or GPA's comment is likely to be ongoing.
- If APA, including its arms (e.g., committee, division, task force), is advocating for a position at the federal level, GPA may provide this information without LLC review to GPA members, the public, press, policy makers, or other interested parties, so long as the previous date of approval is clearly identified. In these cases, the directive providing information will come directly from the President or ED. In their stead, the President or ED may appoint a GPA member or staff person to provide the information.

Revision

- This document was approved on August 21, 2021, and is in effect through June 30, 2024. Revisions may be made as needed through BOD approval.