

CLINICAL DIVISION BYLAWS

ARTICLE I. NAME AND PURPOSES

Section 1. The name of this Division, representing the interests of Clinical Psychology, shall be the Clinical Division (shall be here and after referred to as the “Division”) of the New York State Psychological Association, Inc. (The New York State Psychological Association, Inc. shall hereafter be referred to as “NYSPA” or the “Association”).

Section 2. Mission Statement – The role of the Division is to develop a supportive, collegial statewide community within NYSPA for the advancement of Clinical Psychology. The Division is open to psychologists and students who are interested in all facets of Clinical Psychology including theory, research and practice. The Division will provide a context where the professional development of members can be promoted by providing continuing education, supporting student development, engaging in legislative and political action, and recognizing public service.

ARTICLE II. MEMBERSHIP

Section 1. The Division shall consist of three classes of membership: MEMBERS, ASSOCIATES, and STUDENT AFFILIATES.

Section 2. Requirements for Membership

2.1 MEMBERSHIP in the Division shall be open to individuals who are Full Members in good standing with NYSPA. MEMBERS of the Division shall be entitled to all rights and privileges of membership in the Division, without restriction.

2.2 ASSOCIATE Membership in the Division shall be open to those individuals who are Associate Members of NYSPA. ASSOCIATE members shall be entitled to all the rights and privileges of MEMBERS of the Division except for the right to vote and to hold office.

2.3 STUDENT AFFILIATE Membership in the Division shall be open to those individuals who are Student Members of NYSPA. STUDENT AFFILIATES shall be entitled to all rights and privileges of MEMBERS of the Division, except for the right to vote and to hold office.

Section 3. After due notification, the non-payment of dues or fees for a period of three months shall automatically constitute resignation from the Division, and the names of such persons shall be removed from the membership roster of the Division.

ARTICLE III. FINANCES

Section 1. Dues

1.1 The fiscal year of the Division shall be the same as the fiscal year of the Association, from January 1st through December 31st.

1.2 Division dues and assessments shall be determined by a majority vote of the Clinical Division Executive Committee.

1.3 The collection and disbursement of dues and assessments shall be in accordance with the Bylaws of the Association and any supplemental rules adopted by a majority vote of the Division's Executive Committee.

ARTICLE IV - A. THE STRUCTURE OF THE DIVISION

Section 1. The Division shall be governed by:

1.1 An Executive Committee comprised of:

- (1) The elected Division officers, who are the President, President-Elect, Past-President, Secretary, and Treasurer;
- (2) Elected representatives to the NYSPA Council of Representatives hereafter referred to as "Representatives to Council";
- (3) Executive Committee Members-at-Large representing the regions of the Association;
- (4) One Student Representative from NYSPAGS (NYSPA of Graduate Students) appointed by the Executive Committee.

1.2 All officers and members of the Executive Committee must be full Members in good standing in the Clinical Division and in NYSPA.

Section 2. The Executive Committee shall be the policy-setting body of the Division and shall have full power and authority over and responsibility for the affairs and funds of the Division within the limitations set by these BYLAWS.

Section 3. The President shall establish an annual meeting schedule composed of face-to-face meetings and telephone conference calls. Additional meetings of the Executive Committee may be held at any time on the call of the President or at the written request to the President by one-third of the members of the Executive Committee.

Section 4. Decisions shall be made by a majority of the Executive Committee members voting.

ARTICLE IV - B. ELECTED OFFICIALS

Section 1. The elected officers of the Division shall be the President, the President-Elect, the immediate Past-President, the Secretary, the Treasurer and Representatives to Council.

Section 2. The terms of office shall be one year each for the President, the President-Elect, and the Past-President, with the exception that the President may be nominated for a second one-year term, and no more, with the approval of the Executive Committee. The Secretary, Treasurer, and the Representatives to the NYSPA Council shall have three year terms and are entitled to be elected for a second term. The term of office for the student representative shall be a maximum of three years or until completion of the doctorate.

2.1 The terms of office of all members of the Executive Board shall in each instance commence at the beginning of the calendar year.

2.2 One year shall elapse after the year spent as the immediate Past President before a Past President may be a candidate for the position of President-Elect. Other past officers may choose to run for their prior offices one year after having served two consecutive terms.

Section 3. The Duties of the Officers shall be the same as their counterparts as described in Article IV of the Bylaws of the Association. Additional duties may be assigned to any officer by a majority vote of the Board.

3.1 The President shall:

- A. Be the person who has just completed his/her term as President-Elect;
- B. Preside at all meetings of the Division and the Executive Committee;
- C. Sign all instruments for all Division, committee and task force activities;
- D. Exercise supervision over the affairs of the Division;
- E. Act as the only elected official who may speak for the Division without prior approval of the Executive Committee;
- F. Act as an ex officio member of all committees of the Division;
- G. Appoint, with the approval of the Executive Committee, replacements to fill the unexpired terms of office of any vacancies that occur in the Executive Committee.

3.2 The Past-President shall:

- A. Be the person who has just completed his/her term as President;
- B. In the event of the absence of a President, remain in the role of President for one additional year;
- C. In the event of the incapacity, death or resignation of the President, automatically succeed to the office of President, until the completion of the President's term or the President's ability to resume office;
- D. Serve as a member of the Executive Committee;
- E. Serve as Chairperson of the Division Nominations and Elections Committee and represent the Clinical Division on the NYSPA Nominations and Elections Committee.

3.3 The President-Elect shall:

- A. Be the person elected to that position by a majority vote of those participating in the elections of the Division;
- B. Automatically succeed to the office of the President upon the expiration of the term of the President;
- C. Serve as a member of the Executive Committee;
- D. Serve as the Clinical Division's representative to the Planning Committee for NYSPA's annual convention. He/she shall be responsible for any programs and events conducted under the auspices of the Division at NYSPA's Annual Convention;
- E. Prepare an agenda for the Division for the following year.

3.4 The Secretary/Treasurer shall:

- A. Supervise and maintain the records of the Division;
- B. Be responsible for taking and preparing the Minutes of Executive Committee meetings, ensuring their dissemination to all Committee members, and forwarding all approved Minutes to NYSPA's Central Office;

- C. Prepare all official correspondence of the Division, except that which the President shall initiate or otherwise authorize;
- D. Produce a roster of all committee members and notify the Executive Committee of any committee vacancies;
- E. Maintain the Division's yearly calendar of activities and post to our NYSPA website the Division calendar of events;
- F. Oversee all of the Division's financial and budgetary matters;
- G. Coordinate the financial accounts and records of all Division monies with the Central Office of the Association;
- H. Prepare and present a financial report at each meeting of the Executive Committee and along with the President and the Executive Committee will approve all expenditures of Division funds.

3.5 Division Representative to NYSPA Council shall:

- A. Perform such duties as provided for in the Bylaws of the Association;
- B. Serve as a liaison between the Executive Committee and the Association's Council, representing the Clinical Division by their attendance at NYSPA Council Meetings and by their performance of such duties as provided for in the Bylaws of the Association such as serving on NYSPA Council Committees.

3.6 Members-at-Large shall:

- A. Serve on the Executive Committee, the policy-setting body of the Division;
- B. Be appointed by the President and confirmed by the Executive Committee;
- C. Insure that the interests and concerns of Division members are reported to the Executive Committee. They will report to the Executive Committee on the activities of their Regional Association, and will communicate to their respective Regional Associations pertinent information concerning the activities of the Clinical Division;
- D. Serve on Division Committees.

Section [4. Board meetings are held monthly over the course of the year and members of the Executive Committee are expected to attend at least seventy-five percent of meetings. In the event an Executive Committee member is unable to attend the required number of meetings, the member may be voted out of their elected position by a quorum of the Executive Committee. A quorum of the Executive Committee is considered to be fifty percent plus one of the Executive Committee membership.](#)

ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. There shall be a standing committee on Nominations and Elections which shall consist of the Past-President as Chairperson and no fewer than two additional members of the Division. This Committee shall coordinate the Division elections of the Executive Committee with that of the Association. The Committee will ensure that the Division is fully informed of open positions on the Executive committee and shall certify and report the elections of all individuals to the President, the Executive Committee and the membership of the Division.

Section 2. Elections

- 2.1 At no time may a member simultaneously stand for more than one office in the Division or simultaneously hold two elected offices.

2.2 Nominations and elections of officers of the Division shall be executed consistent with the Bylaws of the Association.

Section 3. The NYSPA Central Office shall have the responsibility for the tabulation of all validated submitted election ballots. Tie votes shall be resolved by the Division Nominations and Elections committee by lot.

Section 4. Candidates for nomination and election to the Division offices shall conduct campaigns in keeping with the spirit of the NYSPA Bylaws and Rules of Council

Section 5. Candidates for the Division and/or NYSPA elected offices may not serve on the Nominations and Elections Committee.

ARTICLE VI. COMMITTEES

Section 1. Division members in good standing may serve on Division Committees.

Section 2. The two types of Division Committees are: Continuing Committees and Ad Hoc Committees/Task Forces.

2.1 Continuing Committee Chairpersons shall be nominated by the President and elected by the Executive Committee.

2.2 Ad hoc Committee/Task Force members and their Chairs shall be appointed by the President and confirmed by the Executive Committee to complete a specific charge and a time frame established to complete that charge. Ad hoc Committees/Task Forces shall be automatically dissolved when their assignment has been completed, or at the end of the appointing President's term of office.

Section 3. Continuing Committees – Organizational and Professional Affairs:

3.1 The Committee on Nominations and Elections shall function in accord with the provisions of Article VII of these BYLAWS and in coordination with the NYSPA Nominations and Elections committee.

3.2 The Committee on Membership shall promote membership recruitment and recommend the appropriate action on applications or resignations to the Executive Committee.

3.3 The Awards Committee shall:

- A. Establish Divisional awards, with the approval of the Executive Committee
- B. Be responsible for the selection of the recipients of all established Division-wide awards.
- C. Keep informed of NYSPA and APA Division awards and other professional awards that are relevant to our Division members.

3.4 The Listserv/Newsletter Committee shall:

- A. provide for communication within the Division community by promoting the listserv and establishing standards for its operation;
- B. arrange with the Central Office of the Association for the publication of the Clinical Division Newsletter;

3.5 The Program Committee shall:

- A. plan programs and meetings for the Division and make arrangements in connection with such meetings;
- B. plan Division representation at the NYSPA annual convention.

ARTICLE VII. MEMBERSHIP MEETINGS

Section 1. Special meetings of the MEMBERS of the Division may be held at any time upon the call of the President, the Executive Board or upon petition of fifteen percent of the MEMBERS of the Division presented to the Secretary of the Division. Notice of any special meeting shall be communicated to all MEMBERS of the Division at least two weeks in advance of the date of the meeting.

ARTICLE VIII AMENDMENTS

Section 1. Amendments to these BYLAWS may be proposed in one of the following ways:

- A. By action of the Executive Committee; or
- B. By petition signed by fifteen percent of the MEMBERS of the Division submitted to the Secretary.

Section 2. Proposed amendments to these BYLAWS shall be acted upon by a mail ballot sent to each MEMBER of the Division. The poll shall be declared closed thirty days after the date of mailing of the ballots and any amendment shall be certified by the Secretary as adopted if it is approved by at least two-thirds of those voting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Officers may be removed from office by the Executive Committee for malfeasance, gross negligence and/or serious violation of these BYLAWS. This shall be done in accordance with the NYSPA Bylaws (see Article IV, sec.12) and Keesey's *Parliamentary Procedure*.

Section 3. The Executive Committee shall have the right to discipline its members according to procedures promulgated by the NYSPA Rules of Council.

Section 4. When these BYLAWS are ratified by the membership of the Division, the Executive Committee shall be empowered to enact them.