

BY-LAWS OF THE MAINE PSYCHOLOGICAL ASSOCIATION

Article I

Name

1.1 NAME. The name of the Association shall be "The Maine Psychological Association," hereinafter referred to as the "Association."

Article II

Purpose

2.1 MISSION. The purpose of the Association shall be to advance psychology as a science, as a profession, and as a means of promoting health and human welfare.

Article III

Membership

3.1 The membership of the Association shall consist of five classes of members: Fellows, Members, Associates, Affiliates and Academic.

3.2 FELLOWS. Fellows shall be members of the Association who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. Fellows shall be entitled to the rights and privileges of the Association without restriction.

3.3 The minimum standards for Fellow status shall be (a) a doctoral degree based in part upon a psychological dissertation, or from a program primarily psychological in content, conferred by a graduate school of recognized standing, (b) long and outstanding service both in the field of psychology and to the Association, (c) active engagement at the time of nomination in the advancement of psychology in any of its aspects, (d) five years of acceptable professional experience subsequent to the granting of the doctoral degree and (e) evidence of unusual and outstanding contribution or performance in the field of psychology. Election of Fellows shall occur no more frequently than once per year and no more than one Fellow of the Association shall be elected in any given year.

3.4 MEMBERS. Members of the Association shall be persons who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. Such members shall be entitled to the rights and privileges of the Association without restriction. The designation Member as used in these bylaws shall be deemed to include Fellows, except where there is an express provision to the contrary.

3.5 The minimum standard for election to Member status shall be receipt of the doctoral degree based in part upon a psychological dissertation, or from a program primarily psychological in content, and conferred by a graduate school of recognized standing. Candidates for Member status shall be engaged in study or professional work that is primarily psychological in nature.

3.6 Members shall be persons who have their principal residence or their principal employment in the State of Maine and: (a) are Fellows or Members of the American Psychological Association, or (b) possess qualifications equivalent to those required of Fellows or Members of the American Psychological Association.

3.7 ASSOCIATES. Associates shall be persons who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. Associates may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically excluded in these Bylaws. Associates may achieve voting privileges after five consecutive years in the status of Associate membership.

3.8 The minimum standard for election to Associate status shall be: (a) completion of at least two years of graduate work in psychology in a recognized graduate school; or (b) the master's degree in psychology from a recognized graduate school plus a year of acceptable experience in professional work that is psychological in nature. Candidates for Associate status shall be engaged in professional or graduate work that is primarily psychological in nature.

3.9 Associates who meet the standards for Member status will, upon application, be advanced to Member upon approval by the Policy Council of the Maine Psychological Association.

3.10 AFFILIATES. In addition to the regular membership classes, there shall be a class of Affiliates, who are not members of the Association and who shall not represent themselves as such. Affiliates shall be persons who do not possess the necessary qualifications to be Fellows, Members, or Associates of the Association, but who meet one or more of the following:

- (1) Psychologists who reside and are employed outside the State of Maine; or
- (2) Are graduate or undergraduate students in a psychology program at an accredited college or university;
- (3) Persons teaching one or more psychology courses in recognized high schools within the State of Maine.
- (4) Persons who possess a bachelors degree in a behavioral science program from an accredited college or university and are employed in work which is primarily psychological in nature. A year of such work under appropriate supervision may be substituted for the college major in psychology.

3.11 Affiliates shall be recognized by the Policy Council of The Maine Psychological Association by election upon securing the necessary endorsements and payment fees.

3.12 ACADEMIC. In addition to the regular membership classes and affiliate class, there shall be an academic class, which are not members of the Association and who shall not represent themselves as such. Academic membership shall be offered to college and university departments that are primarily psychological in nature. Academic memberships shall be recognized by the Policy Council of the Association by election upon securing the necessary endorsements and payment fees.

3.13 DUES . Annual dues of Members, Associates and Affiliates shall be determined by a vote of the membership of the Association and shall remain in effect until and unless changed by a subsequent vote of the membership of the Association. Dues shall be payable on January 1 of each year and shall be for the fiscal year January 1 to December 31, following.

Full Members of the Association will be eligible for a tiered early career dues structure, which is determined by the Policy Council. In addition, a member may make application for hardship dues waiver for one year. This request must be made in writing to the Policy Council, which will consider each request on an individual basis.

Any Fellow, Member, or Associate who has reached the age of 65 and has been a member of The Maine Psychological Association and/or the American Psychological Association for at least 25 years, or regardless of age or length of membership who has been adjudged totally and permanently disabled, or at the discretion of the Policy Council, shall be exempt from dues. Although such members shall be exempt from paying dues, they shall retain other rights and privileges of the Association.

3.14 APPLICATION PROCEDURE. Members, Associates, Affiliates and Academics shall be elected according to the following procedure: The candidate shall apply in writing to the Secretary and shall furnish evidence as deemed necessary by the Policy Council. The Secretary shall review the application and shall recommend to the Policy Council whether or not the candidate should be elected to Member, Associate, Affiliate or Academic status. The Policy Council shall then vote on the election of all candidates. Candidates who receive affirmative votes from the Policy Council shall become Members, Associates, Affiliates or Academics of the Association upon payment of dues for the current fiscal year. The Secretary may waive the endorsement provisions of this section and may grant membership to Fellows, Members, or Associates of the American Psychological Association who have applied for membership, upon payment of dues.

3.15 RESIGNATION/TERMINATION A member may resign at any time by notifying the Secretary of the Association, and may be dropped or suspended from membership for just cause by a three-fourths (3/4) vote of the Policy Council after notification in writing of the charges against him or her and the opportunity for a hearing before the Policy Council pursuant to the Constitution and Bylaws of the American Psychological Association. Membership may be terminated for nonpayment of dues for one year. The Policy Council, at its discretion, may decline to accept the resignation of a member who is involved in disciplinary proceedings with the Association.

3.16 CHANGE OF RESIDENCE/EMPLOYMENT. A Member, Associate, or Affiliate who removes his or her principal residence and/or his or her principal employment from the State of Maine may be continued in the same status for one year following the close of the fiscal year during which such removal occurs, provided that other conditions of membership are complied with, including payment of dues. Otherwise, membership shall be terminated at the close of the fiscal year during which such removal occurs. Upon request of the Member and upon continued payment of dues, membership in the Association, in Affiliate status only, may be continued by a Member who has ceased to reside/or be employed in the State of Maine.

Article IV
Officers, Executive Committee, and Policy Council

4.1 **POLICY COUNCIL MEMBERSHIP.** The Policy Council of the Association shall consist of the following: a President; a Past President; a Secretary, a Treasurer; a Representative to the Council of Representatives of the American Psychological Association; three Policy Council Representatives-at-Large; a representative of each Division of the Association; and the Chairperson of each committee of the Association. Members shall be eligible for the Association offices of President; Secretary; and Treasurer, provided the Member shall have been a Member in good standing of the Association for at least one year immediately preceding the date of election and must remain in good standing to continue in office.

4.2 **EXECUTIVE COMMITTEE MEMBERSHIP.** The Executive Committee of the Association shall consist of the President, Past President, Secretary, Treasurer, three Representatives-at-Large, and a Representative to the Council of Representatives of the American Psychological Association.

4.3 **OFFICERS.** The President and Past President shall serve for terms of two years each, and President-Elect succeeding automatically to the Presidency upon the expiration of his or her term as President –elect. Upon expiration of the term of President, the retiring President shall succeed automatically to the office of Past President.

4.4 The Secretary and the Treasurer shall be elected for a term of two years.

4.5 **APA REPRESENTATIVE** The Representative to the Council of Representatives of the American Psychological Association shall be elected for a six-year term in accordance with the provisions of the Constitution and Bylaws of the American Psychological Association. Only members of the American Psychological Association may vote for this office.

4.6 **REPRESENTATIVES-AT-LARGE.** The Policy Council Representatives-at-Large shall be elected for staggered two-year terms.

4.7 **QUORUM.** A majority of the Policy Council's membership shall constitute a quorum for meetings of the Policy Council. Provided a quorum is present, all decisions of the Policy Council shall be by majority vote, with the exception of the suspension or dropping of a member which shall require a three-fourths (3/4) vote of the Policy Council, pursuant to Article III, Section 14.

4.8 **VACANCIES.** The Policy Council shall have the power to fill vacancies in any elective office except that of President and Past President.

4.9 **ELECTIONS.** The President Elect, the Secretary, the Treasurer, the Representative to the Council of Representatives of the American Psychological Association, and the three Representatives-at-Large to the Policy Council of the Association, shall be elected by the following procedure: The Secretary shall present at least one nominee for each of the offices to be filled in the succeeding year to the Policy Council, which may add or delete nominees. The list of nominees shall be mailed to the membership at least thirty (30) days prior to the annual meeting at which elections are held. The election of officers shall be by majority vote, and provision shall be made for nominations from the floor. Successive runoff ballots shall be conducted until one candidate receives a majority of the votes cast; the candidate receiving the least number of votes shall be dropped from each successive runoff ballot. A mail ballot may be held from each successive runoff ballot. A mail ballot may be held for the election of officers. Such ballot shall use the Hare System of preferential balloting. Provisions shall be made for write-in votes on mail ballots. An elected officer may be removed from office for just cause by a three-fourths (3/4) vote of the voting membership.

4.10 **COMMITTEE APPOINTMENTS.** The Chairs of Association committees and the reappointed officers shall be appointed by the President with the advice and consent of the Policy Council. A committee Chair or other appointed officer may be removed from office by the President with the advice and consent of the Policy Council.

4.11 **DUTIES OF OFFICERS.** The officers of the Association shall perform the duties usually considered appropriate to those offices or as assigned by the Policy Council, unless otherwise specifically provided for in this Constitution.

4.12 **VACANCIES OF OFFICERS.** Should the Presidency become vacant, the President-Elect shall automatically succeed to the Presidency for the remainder of the unexpired term, and shall then serve the full term of the President to which he or she was elected. Should the office of President-Elect become vacant, that shall remain vacant until the next semi-annual or special election meeting of the Association. At that time, nominee shall be presented by the Secretary for election as President Elect in accordance with the provisions of Section 9 of this Article. The person so elected shall

serve a term of office which expires at the same time as that of the current President, and shall then automatically succeed to the office of President for a year term.

4.13 MEMBERSHIP AUTHORITY. The voting membership retains the power to elect members of the Executive Committee, to initiate policy, and to review and approve or disapprove decisions of the Policy Council or of the Executive Committee. Unless otherwise specified by the By-Laws, such policy decisions shall be by majority vote of those voting in either a membership meeting or in a mailed ballot.

4.14 POLICY COUNCIL. The Policy Council shall be the legislative body of the Association. It shall represent the general membership, have the power to formulate the specific program and policies of the Association, review and approve Executive Committee actions, raise money and approve an annual budget and subsequent changes thereof, and delegate authority, not otherwise provided for in the By-Laws, to any person. Between business meetings of the Association, the Policy Council shall have the responsibility for overseeing and carrying out the programs and policies of the Association in accordance with any directive, guidelines, or conditions approved by the membership, and for meeting other contingent situations.

4.15 EXECUTIVE COMMITTEE. The Executive Committee shall have the authority to take actions on behalf of the Association between meetings of the Policy Council. Such actions may include, but are not limited to, actions regarding legislation, legal action, and other matters requiring urgent or timely response in order to promote or protect the purposes of the Association.

Article V Committees

5.1 CREATION OF COMMITTEES, TASK FORCES. Policy Council shall appoint such committees and task forces to carry out the mandates of the By-Laws.

5.2 COMMITTEE MEMBERSHIP. The creation of Association committees, the chairs of Association committees, the reappointed officers, and committee members shall be appointed by the President with the advice and consent of the Policy Council. Committees, committee chairs, and committee members may be removed from office by the President with the advice and consent of the Policy Council.

5.3 The President, the President-Elect, the President Elect-Elect, and the Past President may serve ex officio, as a member of any committee.

5.4 Committee members may serve for the duration of the term of the President under whom they were appointed, and may be reappointed.

Article VI Divisions

6.1 DIVISIONS. Divisions may be organized to represent major scientific and professional interests that lie within the Association.

6.2 Any member of the Association may apply for membership in one or more Divisions under the rules of eligibility and election established by the Division. Associates or Members may remain Associates or Members without divisional affiliation. It may determine its own qualifications for its membership classes, provided that the designation Fellow, Member, or Associate shall be reserved for members of the Division who are at least Fellows, Members, or Associates, respectively, of the Association.

6.3 ESTABLISHMENT. A Division shall be established whenever twenty-five (25) percent or more of the Members of the Association petition for it and the Policy Council approves. A two-thirds (2/3) vote of those present at any business meeting of The Maine Psychological Association is required for the establishment of a new Division. Guidelines for the establishment of a new Division are: (a) they represent an active and functionally unitary interest of a group of members; (b) their proposed objectives fall within the scope of those specified in Article II, (c) their membership is not restricted on any basis other than psychological interests and qualifications, and (d) the establishment of any new Division is not inimical to the welfare of the Association or of any other Division already established. Divisions when formed from existing societies or organized as new societies may use a society name, provided they append to it the phrase "A Division of The Maine Psychological Association".

6.4 DISSOLUTION. A Division shall be dissolved by the Policy Council when (a) the number of members within the Division falls below 10% of the members of the Association; or (b) the Division votes to recommend dissolution. The Policy Council may also dissolve a Division for good and sufficient reason by a two-thirds (2/3) vote of those present at a business meeting, provided that the reason for dissolution is stated in writing by the Policy Council to the membership of the Division and that the Division membership has been given full opportunity to state the reasons for the continued existence of the Division.

6.5 ORGANIZATION. A Division remains autonomous in all matters within its field that are not reserved to the Association and the Policy Council by the Bylaws. It may determine what persons among its membership shall have the right to vote in divisional matters.

6.6 A Division shall have a President or Chair and a Representative to the Policy Council who may also be the Division President or Chair and a Secretary, and such other officers and the method of their election shall be determined by the Division.

6.7 Each Division shall draw up and maintain its own Bylaws and rules of procedure within the framework of these Bylaws. Each Division may elect such officers, appoint such committees, and adopt such regulations for the conduct of its business as it may desire, except that its committee structure is subject to review by the Policy Council of the Association. A committee proposed by a Division which is more properly a committee of the Association may become a committee of the Association on recommendation of the Policy Council. Each Division shall file with the President of The Maine Psychological Association a copy of its current Bylaws, regulations, and committee structure and shall provide regular reports to the Policy Council about the Division's activities.

6.8 A Division may administer special funds allocated to its use, but may delegate such administrative functions to the Policy Council or the Secretary or Treasurer of The Maine Psychological Association. The Treasurer shall be named on any accounts administered by a division.

6.9 Upon dissolution of a Division, any remaining funds will revert to the Association.

Article VII Meetings

7.1 BUSINESS MEETINGS. The Association shall hold at least two business meetings during each calendar year, the dates of such meetings to be determined by the Policy Council and publicized to the membership at least thirty (30) days in advance. Other meetings may be called by the President with the approval of the Policy Council. Fifteen (15) percent of the voting membership shall constitute a quorum.

7.2 MAIL BALLOT. The President, with the approval of the Policy Council, may instruct the Secretary to conduct a ballot by mail or electronically on any item of business. Polls shall be closed thirty (30) days after mailing of the ballot. Such poll shall be valid only provided that at least twenty-five (25) percent of the voting membership shall return completed ballots and provided that no more than ten (10) percent of the voting membership shall return ballots which indicate, in a place provided for this purpose, their desire to have the vote deferred until the next business meeting. The foregoing provision for deferring a vote from a mail ballot to the next business meeting of the Association shall not apply when a duly scheduled election or vote on a proposed Constitutional amendment does not take place at a scheduled meeting of the Association for lack of a quorum.

7.3 POLICY COUNCIL MEETINGS. The Policy Council shall meet at least quarterly on occasions determined by the President with approval by the Policy Council.

7.4 EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet at the request of the President or two or more other members of the Executive Committee. Business of the Executive Committee may be conducted by telephone conference or polling of its members.

Article VIII Rules and Standards

8.1 PARLIAMENTARY PROCEDURE. The proceedings of the Association shall be governed by Robert's Rules of Order.

8.2 ETHICAL CODE. The conduct of members of the Association shall be governed by the ethical code of the American Psychological Association.

Article IX
Amendments

9.1 BY-LAWS AMENDMENTS. Amendments to these By-Laws may be made at any meeting of the Association at which twenty-five (25) percent of the voting membership is present, provided that the proposed changes have been submitted in writing to the Secretary and sent to each voting member at least thirty (30) days in advance. A two-thirds (2/3) vote shall be necessary for adoption of the amendment.

9.2 MAIL BALLOT. The President, with the approval of the Executive Council, may instruct the Secretary to conduct a ballot by mail or electronically on any proposed by-laws amendments. Twenty-five (25) percent of the membership must vote in an election to change the by-laws. A two-thirds (2/3) vote shall be necessary for adoption of the amendment.

Amendments:

December 1, 1988

August 14, 1991—Sections 3.5 & 3.6

May 1, 1993—Sections 3.10, 3.11, 3.14, 4.1, 5.1, 5.2 (omitted), 6.2, 6.3, 6.7, 8.1

April 20, 2000—Sections 3.13, 3.14, 4.1, 4.12, 4.13, 4.4, 4.9, 9.1, 9.2,

April 11, 2003—Title, Sections 2.1, 3.1, 3.11, 12, 4.1, 4.13, 4.14, 4.6, 5.1, 5.2, 5.5, 5.6, 6.7, 6.8, 6.9, 9.1

April 29, 2005—Sections 3.13, 4.1, 4.2, 4.3, 4.8, 4.9, 4.11, 5.2

May 5, 2006—Sections 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 5.3

November 13, 2010—Sections 7.2, 9.2