

SOUTHERN CALIFORNIA ASSOCIATION OF PSYCHOLOGY TRAINING PROGRAMS  
BYLAWS

Final Approved December 1, 2014

**Article I: Name**

The name of this organization is The Southern California Association of Psychology Training Programs (SCAPTP).

**Article II: Mission**

The organization is an association of Psychology Doctoral Programs and Clinical Training Sites, whose mission is to promote excellence in psychology training at all levels. The organization provides opportunities (1) to improve communication, share concerns and problems in training, as well as share best practices between academic programs, training sites, and students (2) to adopt mutual procedures of benefit, and (3) to give input as a group to other organizations (i.e., American Psychological Association, CAPIC, etc.).

**Article III: Membership**

There are two categories of Membership: (1) Academic Doctoral Programs, represented by Training Directors or their designate; and (2) Practicum, Internship, and Postdoctoral Clinical Training Sites represented by Site Directors or equivalents.

**Section 1: Qualifications for Doctoral Program Membership**

- The program must be currently regionally accredited in clinical, counseling, or educational psychology
- New doctoral programs will complete an application for membership
- The program must contribute new placements at approved sites commensurate with the expected amount of the program's practicum placement needs
- The program must agree to uphold and advance the SCAPTP Mission and procedures
- The program must contribute to the ongoing development and functioning of SCAPTP, including resources, dues, participation as deemed necessary by the Board of Directors and membership vote

**Section 2: Qualifications for Training Site Membership**

- The site must have an organized supervised professional experience for clinical psychology trainees
- The site must complete and annually update the SCAPTP Directory Agency Profile
- The site must agree to regular contact (e.g., in-person, telephone, email) from a SCAPTP representative (i.e., DCT, other site TD)
- The site must agree to uphold and advance the SCAPTP Mission and procedures
- The program must contribute to the ongoing development and functioning of SCAPTP, including resources, dues, participation as deemed necessary by the Board of Directors or membership vote

## **Article IV: Voting**

Member Programs and Sites may designate one lead delegate each to retain voting privileges for all matters of organizational business including elections. Lead delegates must be academic training directors or their equivalent or training site directors or supervisors.

## **Article VI: Officers**

**Section 1:** The organization is directed by the Executive Committee, which is comprised of 2 Co-Chairs, 1 Secretary/Treasurer, and 1 Student member (Doctoral Intern or Postdoctoral Intern, non-voting). The Co-Chairs hold a two-year term with the first year of one co-chair to be held during the other co-chair's second year. The Secretary/Treasurer holds a 1-year term. The Student member holds a 1-year term. Executive Committee members may not hold two Executive Committee offices. Officers are elected by a majority vote of members-in-attendance. An officer may be removed from office by a two-thirds vote of members. The student member is selected by the Executive Committee prior to the October meeting. The student member must 1) be a doctoral intern or post-doctoral fellow at a SCAPTP member internship or fellowship site AND 2) be a current student or recent graduate of a SCAPTP member doctoral program.

### **Section 2: Officer Duties**

**Co-Chairs:** The Co-Chair shall be the principal officers of the Executive Committee and shall in general supervise all of the business and affairs of that committee. The Chair shall preside at all meetings of the membership and in general performs all duties incident to the office of the Co-Chair. 1 Co-Chairperson will represent University and Professional School Training Directors, and 1 Co-Chairperson will represent practicum and internship site Training Directors. The Co-Chairs will be responsible for developing meeting agendas in collaboration with members, and will convene, conduct, and close meetings.

**Secretary/Treasurer:** The Secretary/Treasurer shall take minutes at all organization meetings, send minutes to members, manage the organization's finances, and perform other duties assigned by the Co-Chairs or by the organization.

**Student:** The Student shall represent student interests by organizing and/or leading student task forces, committees, and other means assigned by the Co-Chairs or by the organization.

### **Section 3: Officer Nominations**

Any member may be nominated for Executive Committee positions by any member of the organization. Self-nominations are encouraged. Nominees may accept or decline the nomination. Nominations are conducted by secret ballot. Proxy nominations by ballot must be submitted to the Co-Chairs prior to the meeting during which the nomination process is held. The Co-Chairs shall contact nominees to determine whether they accept or decline. In the event all nominees decline the nomination, the nomination process shall be repeated. Nominations for all Executive Committee positions will take place at or near the Spring member meeting, with votes taking place no later than July 1<sup>st</sup>.

#### **Section 4: Officer Elections**

The Co-Chairs shall coordinate annual elections, which shall be held by secret ballot. Only those present at the meeting are allowed to vote. Elections will be held at final Spring meeting prior to the June 1<sup>st</sup> term. Terms will be from June 1<sup>st</sup> – May 31<sup>st</sup>.

#### **Section 5: Officer Vacancies**

Should either of the Co-Chairs be unable or unwilling to complete his or her term of office, members will vote for an interim Co-Chair at the earliest possible time, who will serve in the position until the term has ended. If the Secretary/Treasurer is unable or unwilling to complete his or her term of office, members will vote for an interim Secretary/Treasurer at the earliest possible time, who will serve in the position until the term has ended.

#### **Section 6: Compensation**

Executive committee members as such shall not receive any form of compensation for their services.

#### **Article VII: Meetings**

Future Meeting Site Sponsors are chosen at the beginning of each regular meeting. General meetings will be held quarterly at a time designated by the Executive Committee.

Section 1: Special Meetings: Special Meetings of the members may be called by the Executive Committee

Section 2: Notice of Meetings: Notice of meetings will be sent electronically to all members

Section 3: Quorum: No less than three voting members from each of the membership categories shall constitute a quorum. Mail/email ballot can be used if quorum is not met.

Section 4: Proxies: On all matters scheduled for voting, including elections for office, the opportunity for proxy vote shall be extended to representatives of lead delegates.

Section 5: Manner of Acting: A majority of the votes by the members present is required to carry a motion unless a greater proportion is required by these Bylaws

Section 6: Voting by Mail: Where the Executive Committee shall so direct, any vote may be taken by a mail or email ballot.

#### **Article VIII: Parliamentary Authority/Rules of Operation**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the organization and its committees, in all cases to which these rules are applicable and in which they are not inconsistent with the bylaws of this organization. A two-thirds majority vote of the full membership is required to amend organization bylaws. Voting may take place via email or other electronic voting procedures. A majority of all those present at a meeting is required to amend organization guidelines and procedures. This vote shall be calculated by counting lead delegates and voting.

### **Article IX: Minutes**

The Secretary/Treasurer will keep the minutes for each scheduled meeting of the organization. Electronic copies of minutes shall be posted on the organization's website and sent to participating academic and training site programs within 1 month of the meeting. Proposed changes to the minutes must be forwarded to the Secretary prior to the following meeting during which such changes will be discussed and the minutes shall be approved.

### **Article X: Amendments to Bylaws**

These bylaws may be amended by a two-thirds vote of those members in attendance of regular meetings of SCAPTP, or if so determined by majority vote of members in attendance, by electronic-mail balloting of all members in good standing. There must a quorum present.

### **Article XI: Dues**

**Section 1: Annual Dues.** The Executive Committee may determine from time to time the amount of initiation fee, if any, and annual dues payable to SCAPTP by members of each class.

**Section 2: Payment of Dues.** A member shall pay dues for the entire membership year in which membership starts.

**Section 3: Default and Termination of Membership.** When any member shall be in default in payment of dues for a period of twelve months from the beginning of the fiscal year or period for which such dues became payable, membership may thereupon be terminated by the Executive Committee. This section shall not prohibit the Executive Committee from immediately terminating subscriptions to its publications when a member has not paid dues on the date prescribed in these Bylaws.

### **Article XII: Fiscal Year**

The fiscal year shall begin on the first day of June and end on the last day of May in each year.

### **Article XIII: Termination of Membership:**

SCAPTP, by affirmative vote of two-thirds of all members eligible to vote, may suspend or expel a member for cause after an appropriate hearing, and may terminate the membership of any member who becomes ineligible for membership. A vote will be conducted by electronic mail-balloting in the absence of the entire membership at a meeting. The member has the right to due process and will be afforded the opportunity to present his/her case at a membership meeting prior to the termination of membership. Any member shall notify the Secretary or his/her designee immediately when it no longer meets the qualifications of membership.

### **Article XIV: Public Statements**

Public statements of SCAPTP may be issued if endorsed by two-thirds of those attending a meeting once a quorum is met. Those seeking the issuance of public statements will not misrepresent the opinions of those who did not attend that meeting, either by appropriate disclaimer in the public statement itself, by reporting in the statement the voting support for the statement at the meeting which approved the statement, by having all those who wish to support the statement sign the statement, or by use of a mail ballot before issuance of a public statement.

## **Article XV: Committees**

**Section 1: Standing Committees.** Standing Committees may be formed as needed. Examples might be Committee on Ethnic/Racial Diversity, or a Practicum Standards Committee, etc. The duties and responsibilities of these committees shall be designated by the Executive Committee. These committees elect their own chairpersons and vice-chairpersons who shall assume the position of the chairperson if that person is unable to complete his or her term of office.

**Section 2: Committees of the Executive Committee.** The Executive Committee may designate and appoint one or more committees. The Executive Committee may also establish ad hoc task groups to perform specified and time-limited operations. The Executive Committee may dissolve any committee of the Executive Committee.

**Section 3: Chairpersons of Committees of the Executive Committee.** On an annual basis, the Executive Committee appoints the chair and may appoint the membership of committees of the Executive Committee.

**Section 4: Rules.** Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Executive Committee.

## **Article XVI: Ethics**

Members, the organizations they represent, and other psychologist attendees are expected to adhere to the Code of Professional Conduct of the American Psychological Association.

## **Article XVII: Effective Date**

These Bylaws shall become effective on December 1, 2014