

## CONSTITUTION AND BYLAWS

### ARKANSAS ASSOCIATION OF MASTERS IN PSYCHOLOGY

#### ARTICE I. NAME AND PURPOSE

Section 1. The name of this organization shall be

THE ARKANSAS ASSOCIATION OF MASTERS IN PSYCHOLOGY

Section 2. The purpose of this organization shall be:

- To promote and provide professional identity for masters level psychological practitioners.
- To encourage legislative recognition of psychological examiners to increase high quality, affordable psychological services.
- To encourage and provide opportunities for the professional growth of individual psychological examiners in the state of Arkansas.

#### ARTICLE II. MEMBERSHIP

Section 1. Formal application for membership shall be made through the Membership Committee. There shall be two categories of membership in the Association

1. Regular Members are individuals engaged in the delivery of psychological services with a minimum requirement of a masters or higher degree in psychology and/or a license to practice Psychology in Arkansas. Election to office and voting privileges shall be reserved for membership of this category only.
2. A Student Member is enrolled in a masters or higher degree program that will lead to a license to practice Psychology in Arkansas.

Section 2. Qualified applicants will become members upon payment of dues. Members shall pay dues according to their membership status. Dues will be due and payable annually. Dues shall be established for each membership category upon approval of the Board.

Section 3. Membership may be terminated for nonpayment of dues and/or following the loss of licensure by the Arkansas Board of Examiners in Psychology.

### ARTICLE III. BOARD OF DIRECTORS

Section 1. Members of the Board of Directors include the officers and chairs of standing committees. The Board shall be made up of no less than 6 members and no more than 12 members.

Section 2. A member of the Board of Directors may be removed from The Board by a 3/4ths vote of Board members.

Section 3. Board members will not communicate as representing the position of AAMP without official authorization. Neither will any AAMP member make financial gifts or contributions for political purposes in the name of AAMP without official authorization.

Section 4. Board members do not receive compensation for services. They may be reimbursed for expenses associated with their service to AAMP.

Section 5. Board members (and all members) are not to use AAMP materials, data or/and property for personal use. This is prohibited.

### ARTICLE IV. OFFICERS

Section 1. The officers of the Association shall be the President, President-Elect/Vice-President, Secretary, Treasurer, and the Parliamentarian/Immediate Past President. All officers shall be regular members of the Association. The terms of office will be for one year.

Section 2. Election of Officers will be conducted by secret ballot during the Annual membership meeting. Mail-in votes should be submitted to the Chair of the Nominations and Elections Committee by the time of the election. A plurality of votes cast shall determine the election of each office. A tie in the contest for an elected office shall be resolved by a second vote of the meeting. The candidate with a plurality of votes shall win the election. Terms of office shall begin 10 days after the election.

Section 3. Duties of Officers

1. The President shall preside at all general meetings of the Association, serve as Chairperson of the Board of Directors and determine the date, location, time, and agenda for Board meetings. The president shall appoint chairpersons of committees, task forces, and special interest groups according to the Constitution and Bylaws of the Association and serve as ex-officio member of all committees; shall serve as the official spokesperson for information or positions of the Association; shall serve as authorized Cosigner for signing vouchers of approved accounts payable; shall appoint appropriate person(s) to conduct an internal audit at least every two years.
2. The President-Elect/Vice President shall serve as an officer and member of the Executive Committee. He or she shall serve as Chairperson of the Board of Directors in the absence of the President.

3. The Secretary shall serve as an officer and member of the Executive Committee. Secretary duties include maintaining and submitting written records of the minutes of each meeting of the Board of Directors and official business meetings of the Association, assisting the President, as assigned, in handling correspondence and mailing information. The Secretary will also act as the historian of the organization.
4. The Treasurer duties include maintaining and submitting records of financial transactions and financial status of the Association, providing written financial summary reports and budget information to the Association general membership on at least an annual basis and to collect and account for all monies accrued by the Association.
5. The Immediate Past President shall serve as the Parliamentarian, and an officer and member of the Executive Committee. Duties include serving as Chairperson of the Constitution and Bylaws Review Committee, advising the Executive Committee as to parliamentary procedures in accordance with the Constitution and Bylaws and Robert's Rules of Order and assisting the President, as assigned, in working with committees and implementing Association activities.

## ARTICLE V. COMMITTEES

Section 1. The Executive Committee of the Board of Directors shall be made up of the officers (see Article IV) and the Membership Chairperson. Duties of the Membership Chairperson include recruiting new members, receiving and reviewing all applications for membership in the Association and keeping an updated list of all members. The Membership Chairperson will also serve as chair of the Nominations and Elections Committee.

Section 2. Standing Committees shall be established to implement the ongoing purposes of the Association. The following standing committees are defined: Nominations and Elections, Legislative, Professional Standards/Constitution and Bylaws, Publications/Public Relations, and Continuing Education.

### Section 3. Duties of Standing Committees

1. Nominations and Elections Committee: Conduct the elections of the Association in accordance with the Constitution and Bylaws of the Association.
  - a. The Nominations and Elections Committee shall submit a list of candidates for elected offices to the Executive Board no later than 45 days prior to the annual membership meeting. Nominations may also be submitted by the regular membership through nominations from the floor at the annual membership meeting.
  - b. The nominations procedure and requests for nominations will be publicized in the Association newsletter and through contacts made by the Nominations and Elections Committee and the Executive Board.

- c. The Nominations and Elections Committee shall promote interest in potential candidacy and attempt to submit at least two nominees for each office.
  - d. If only one person's name has been submitted for an office, that name will appear first on the ballot with a space also provided for a write-in candidate.
  - e. Names will appear on the ballot in alphabetical order within each elective position.
  - f. When the nominations slate is complete, all nominees shall be notified and advised of the need to submit a brief description of professional background and information appropriate to be included with the ballot forms.
2. Legislative Committee: Inform the general membership of current and proposed state and federal legislation which might affect the Association or its objectives, act as liaison with similar organizations, The Arkansas Psychological Association, the Arkansas Board of Examiners in Psychology, government agencies, or elected officials in matters regarding educational and mental health issues and formulate proposed legislation at the direction of the Association.
  3. Professional Standards/Constitution and Bylaws: Promote the American Psychological Association (APA) code of ethics and standards for members of the Association. This committee has the ability to investigate and address ethical problems that occur inside of the organization. The procedure used is outlined in Robert's Rules of Order.
  4. Publications/Public Relations Committee: Compile, publish, and distribute a periodic newsletter, annual membership directory, and other information as may be requested by the Board of Directors. Promote a positive public image of the Association and of Licensed Psychological Examiners and provide public information regarding issues related to the profession of psychology.
  5. Continuing Education Committee: Provide opportunities for continuing professional development, plan and implement well-coordinated program meetings at least annually, and identify continuing professional development needs and develop a plan for addressing identified needs.

#### Section 4. Other Committees

1. Ad Hoc Committees may be created by the Board of Directors for a specified purpose requiring continuing action and commitment by the Association. The duration of the ad hoc committee will be determined by the Board for a period of time not to exceed three years.
2. Task Forces may be appointed by the President to address a single issue concerning the profession in general or the Association. The duration of task forces will be determined by the Board for a period of time not to exceed three years.
3. Special Interest Groups may be formed and recognized by the Association to address issues and practices of special interest to the profession or to subgroups of the Association. These groups will be subject to the scrutiny and supervision of the Board in activities and positions recommended.

## ARTICLE VI. GOVERNEMENT

Section 1. The Constitution and Bylaws shall be the governing policies of the Association. Amendments may occur in the following manner: Any member may submit proposed changes in writing to the Board of Directors. The Board shall evaluate such proposals and if approved by a majority vote, shall submit the proposed amendment to the general membership. A majority of responding members voting in favor of the amendment shall constitute approval and adoption of the amendment of revision. The Chairperson of the Constitution and Bylaws Committee shall select committee members to assist with the responsibilities of any revisions or amendment.

## ARTICLE VII. MEETINGS

Section 1. The Association shall hold at least one general membership meeting per year in accordance with the Constitution and Bylaws. Other meetings will be held at the discretion of the Executive Committee. The Board of Directors, and/or the Executive Committee may meet face-to-face or through electronic means at its discretion.

Section 2. One-third of members of the Board of Directors shall be required to constitute a quorum, unless otherwise stipulated for specific instances in the Constitution and Bylaws.

## ARTICLE VIII. FINANCES

Section 1. Dues: The amount of the dues shall be set by the Board of Directors concurrent with and presented to a general meeting of the Association prior to implementation during the next fiscal year.

Section 2. Budget and Fiscal Year: The Board of Directors shall present an annual budget at a general membership meeting for adoption after it has been reviewed and accepted by the Board. The fiscal year shall be determined by the Board.

Section 3. Debt: No member of the Association shall contract, or cause to be made in the name of the Association, any debt whatsoever without the specific and proper authorization of the Board of Directors.

## ARTICLE IX. AMENDMENTS

Section 1. Amendments to or revisions of this Constitution and Bylaws shall require a majority of those present at a general membership meeting of the Association.

Section 2. Proposed amendments to or revisions of this Constitution and Bylaws shall be mailed to all members of the Association via newsletter prior to the scheduled general membership meeting at which time the vote will be taken.

#### ARTICLE X. DISSOLUTION OF THE ASSOCIATION

All assets of this Association shall, in the case of dissolution, be distributed to a public tax-exempt organization.