

**Section IV Bylaws
(Division 39)**

**American Psychological Association
Division 39 (Society for Psychoanalysis and Psychoanalytic Psychology)**

**By-Laws – Revised 8-99
Section of Local Chapters (Section IV)**

Preamble

The purpose of the Section of Local Chapters is to provide a foundation, within Division 39, for groups of division members in diverse geographical locations to establish local psychoanalytic societies, to help those societies establish any desired program of psychoanalytic training and education, and to help create for individual members of the division the local support necessary for the maintenance of a coherent identity as a psychoanalytic psychologist. This section is intended to create a place within the division where the local groups can share common interests in the highest quality of psychoanalytic education while at the same time maintaining a vital sense of autonomy and cohesiveness within each group.

Article I—Name

The name of this Section shall be the “Section of Local Chapters”, Section IV of Division 39 of the American Psychological Association.

Article II—Objectives

This section subscribes to the objectives of both the American Psychological Association and of Division 39.

A. General Objectives

1. To develop, in cooperation with the Board of the Division, guidelines concerning the relationship between Division 39 and its Local Chapters.
2. To foster the development of local chapters by helping with their organization and funding, by disseminating information, and by providing a network for communication among them.
3. To help foster interest among psychologists in psychoanalytic psychology and in the Division of Psychoanalysis throughout the country by encouraging the formation of local chapters.
4. To establish a program of visitation and consultation among local chapters to enable those groups experiencing organizational and/or factional difficulties to benefit from the coordinated experiences of the Section.

B. Scientific and Research Objectives

1. To encourage and support research within local chapters and to assist in the coordination of any project in which several local chapters participate jointly.
2. To provide a forum for developing new research projects and collaborative research among local chapters.

C. Clinical Objectives

1. To create channel through which members of local chapters, who have limited or no access to the kind of supervision from senior psychoanalysts necessary for the continued development of their clinical skills, can obtain such supervision.
2. To facilitate, through the Section, formal continuing education programs designed to meet the needs of various local chapters or groups of local chapters.

D. Professional Objectives

1. To secure, in the communities where Division members work, the identity of the professional psychologist as a qualified student and practitioner of the theories and techniques of psychoanalysis.
2. To counter a sense of professional isolation, particularly among local chapter therapists in private practice who are not affiliated with psychoanalytic institutes or other similar organizations.

Article III—Membership

There shall be two types of membership in the Section: Local Chapters Membership and Individual Membership.

Local Chapters Membership

1. Membership in this Section shall be open to any regional group approved by the Board of Directors of the Division of Psychoanalysis as an official Local Chapter of the Division.
2. Any local group registered with this Section as a chapter should notify all Division 39 members in their area that a chapter has been formed. Full chapter membership and voting rights should be open to all Division members who wish to join the local chapter. This does not preclude specific activities within a chapter being made available on a selective basis if they are based upon openly established and public criteria applied equally to all members.
3. All local chapters shall demonstrate in a manner satisfactory to the Section that they are participating in activities related to psychoanalysis, are pursuing the objectives of the Division and Section, and are abiding by the ethical principles of the American Psychological Association.

Individual Membership

1. Members of a local chapter shall automatically become individual members of the Section, with their membership status in the Section the same as in the local chapter. Member status shall in no way imply membership or voting rights within the Division of Psychoanalysis nor competence to practice psychoanalysis as a profession, but it is expected that all classes of membership within local chapters will be composed of professionals with an interest in psychoanalysis.

Article IV—Officers

1. The officers of the Section shall consist of the President, President-Elect, Past-President, Secretary, Representative to Division's Board of Directors, and Treasurer. The President-elect shall hold a one-year term of office, succeed to the Presidency the following year for an additional year, and serve as Past-President for one year. The Secretary,

Representative to Division's Board of Directors, and Treasurer shall serve a three-year term of office. Each officer shall perform the regular duties of their respective positions, and in addition any specific duties described elsewhere in these by-laws or assigned by the Board of Directors (Senate) of the Division.

2. The Section Senate shall function as the Board of Directors of the Section. Each member's local chapter regardless of its member population shall have one voting representative on the Senate. Each member local chapter shall elect or otherwise designate its representative to the senate. That representative shall serve for a term of no less than one (1) year and no more than three (3) years, as designated by the local chapter. Senate representatives shall have weighted voting according to proportional representation in accordance with the number of Section psychologist members and allied professional members in the local chapter they represent, as follows:
 - 1 to 10 members: 1 vote
 - 11 to 30 members: 2 votes
 - 31 to 60 members: 3 votes
 - 61 to 100 members: 4 votes
 - 100 to 150 members: 5 votes
 - Over 150 members: 6 votes
3. The number of votes allotted to each chapter depends on the number of Division 39 members whose primary membership is in that chapter. Although an individual can belong to one local chapter, individuals will be counted, for voting purposes, only in the one they designate as their primary chapter.
4. Candidates for office in the Section shall be mental health professionals who are psychologist members (or allied professional members) of the Section and the Division, except for office of representative to Board of Directors of Division 39. They shall be nominated by local chapter representatives to the Senate. When nominations are called by the Nominations and Elections Committee, each representative will cast his/her full allotment of votes for one person qualified to run for office according to these by-laws. The two people who receive the most nominating votes for each office shall be the candidates for that office. Each local chapter representative shall then cast his/ her full allotment of votes for one of the two candidates running for each office, or shall abstain from voting.
5. Officers shall be nominated and elected by mail ballot according to the divisional timetable for elections. Terms of office shall start on January 1 of the following year.
6. Sections have one voting representative to the Division's Board of Directors and are represented in a number of standing ad hoc committees of the Division. If the Section's membership falls below 5% of the Division membership, the Division Board may elect to rescind the Section's voting privileges. The Section representative to the Division's Board of Directors shall be elected to serve a three-year term of office with a limit of two consecutive terms. The Representative shall report regularly to the Section IV Senate regarding the proceedings of the Division 39 Board, and shall represent the views of the Section IV Senate to the Division 39 Board. Section representatives must be members or fellows of the American Psychological Association and of the Division. Section representatives will attend all Division Board Meetings. If a representative fails to attend two consecutive Division Board meetings, the Section Executive Committee shall act to replace its representative to the Board. The President shall appoint other ad hoc

representatives to Division committees and other Divisional bodies as necessary in consultation with the Section Executive Committee and Senate.

7. The Editor of the Section's Newsletter shall participate in all Section meetings, without a vote as editor, for as long as he/she remains in this position.
8. In the event of a vacancy in any of the elected offices, the Senate shall elect a successor to serve until a new officer is chosen at the next election, with the exception of the Past-President, whose office shall be left vacant until the next election.
9. In the event of a vacancy in the Senate, the local chapter that elected the representative shall appoint or elect another representative.
10. During the period that a chapter's representative serves as President of the Section, that chapter shall select an alternate delegate who will be considered the voting delegate for that chapter for that period.
11. The President is expected to chair all meetings of the Section Senate. The President will have one vote. Other officers will vote as representatives of their chapters, if they are chapter representatives, or will have one vote of their own, if they are not chapter representatives.

Article V—Committees

1. The committees of the Section shall consist of such standing committees as may be provided by these by-laws and such special committees (ad hoc) as may be established by the President, the Executive Committee or the Senate. The President may appoint the chairperson of each standing committee. The members of each committee shall be appointed by either the President or the chairperson, with the approval of the President. In accordance with Article V, Section 7 of the bylaws of the American Psychological Association, the structure of the committees will also be subject to review by the Board of Directors of the Division and the Senate of the Section.
2. The President, President-Elect, Past-President, Secretary, Treasurer, and the representative to the Division's Board of Directors shall constitute the Executive Committee of the Section.
3. The Executive Committee shall supervise the affairs of the Section between meetings, performing duties and delegating responsibility toward that end, in accordance with limitations specified in the Section by-laws. Decisions of the Executive Committee that affect Senate policy cannot contradict any action taken by the Senate.
4. The Membership Committee shall be comprised of a Chairperson and at least two other members. The responsibility of the Membership Committee shall be to review the qualifications of all local chapters applying for membership. This committee shall serve as an information source and assist prospective members in whatever way they can. The Chairperson of the Membership Committee shall keep an up-to-date record of all local chapters, their officers, by-laws, members and their most recent address, and membership status so the Section and the Division have a complete record of members.
5. The Program Committee shall be chaired by the President-Elect of the Section and the President-Elect shall appoint members of this committee. It shall be the responsibility of the Program Committee to plan all professional, scientific or educational programs in any divisional program and other such programs or activities the Section may undertake.
6. The Ethics Committee shall abide by the ethical principles of the American Psychological Association and promote the highest ethical standards in the Section, the local chapters

and their members. The Ethics Committee shall receive all complaints of unethical and unprofessional conduct of member chapters or their representatives. This committee, of at least three (3) members, shall be appointed by the President.

7. The Nominations and Election Committee shall consist of the Past-President of the Section acting as Chairperson and at least two (2) other members of the Senate to be appointed by the President. The Nominations and Election Committee shall be responsible for the selection of candidates by counting the nominating votes submitted by the local chapter representatives. It shall be the Nominations and Election Committee's responsibility to ascertain the qualifications of nominees and their willingness to run for office. The Nominations and Election Committee shall be responsible for counting the ballots and reporting the results to the Section Secretary. They shall also be responsible for counting the votes in relation to a by-laws revision and reporting those results to the Section Secretary.
8. The Finance Committee of the Section shall consist of the Treasurer and not less than two (2) Senate representatives to the Section to be appointed by the President. The Treasurer shall serve as Chairperson. It shall be the duty of the Finance Committee to present an annual budget to the Section Senate and to review the Section financial status. The Finance Committee shall conduct the business of the Section so that the fiscal year shall begin January 1st of each year in order to coordinate the Section finances with those of the Division.
9. The Publications Committee of the Section shall issue a Newsletter, circulate material among local chapters, and develop the publications of the Section. The President shall appoint the Editor of the Newsletter, who will then serve as the Chair of the Publications Committee.
10. The Research Committee shall encourage, promote and coordinate research among local chapters. The President shall appoint the Chairperson of the Research Committee and no less than two (2) other members with the Chairperson's assistance.
11. The Committee on Educational Resources shall assist local chapters in the exchange of resource information and persons for the furtherance of their educational activities. The President shall appoint the Chair of the Committee of Educational Resources and no less than two (2) other members with the Chairperson's assistance.

Article VI—Dues and Assessments

The dues in the Section shall be collected by the Treasurer from the local chapters and the members of the Section. Each local chapter shall be assessed by the Section according to a formula based on the number of psychologist members, and allied professional members, in that chapter. The Section Treasurer shall be responsible for coordinating and collecting the dues and assessments.

Article VII—Activities

1. The Section shall hold a minimum of two business meetings a year, during the annual convention of the American Psychological Association and during the mid-winter meeting of the Division or some other time chosen by the Senate of the Section. An agenda of Section business shall be prepared by the President, the Section activities shall be summarized, and professional matters shall be discussed.

2. Meeting of the Section shall only be official if there is a quorum. A quorum is defined as 50 % of the Senate representatives.
3. The Section shall hold additional or special meetings at such times as the President, Senate, or Executive Committee designate.
4. The Secretary of the Section shall notify local chapters in writing of their admission to the Section. The same shall be true of individual membership and the election of officers.
5. The Section may issue a Newsletter for purposes of coordinating and disseminating local chapter news to the Section membership.

Article VIII—Revocation of Membership

Local chapter membership in the Section may be revoked for nonpayment of dues, assessments, and/or fees, for unethical conduct, or for other causes.

1. Local chapters in the Section who fail to pay dues or assessments for six (6) months from the date of the first dues billing shall have their membership revoked. This requirement may be waived by the Section Senate.
2. Local chapters who have had a complaint of unethical or other unprofessional conduct alleged against them, and who have been unable to resolve satisfactorily the complaint with the collegial assistance of the Ethics Committee, will be referred to the Senate of the Section. The Senate shall appoint an ad hoc committee of Section members to investigate, evaluate and recommend action on the issue. The ad hoc committee shall hear the complainant, as well as the person or persons against whom the complaint is lodged. It may hear witnesses and set procedures for implementing its charge.
3. If the ad hoc committee recommends revocation of membership in the Senate of the Section, the Senate shall notify the Chapter and shall hear an appeal, if the Chapter chooses to appeal the recommendation. The Senate shall act on the recommendation of the ad hoc committee and inform the membership of the Section in the event that revocation of membership is ordered.

Article IX—Amendments

1. The by-laws may be amended by a two-thirds vote in a mail ballot to the total Section Senate. Such a ballot shall contain as full an explanation of the amendment as deemed necessary and mailed to all Senate members. Thirty days after the date of the mailing, the poll shall be closed and the votes counted by the Nominations and Elections Committee, who shall certify the results.
2. Any amendment proposed by 20% or more of the local chapters through their representatives to the Senate shall automatically be processed. Amendments proposed by less than 20% of the local chapters shall be handled at the discretion of the Senate.
3. The Section Senate, by majority vote, may propose an amendment that shall be automatically processed.

Article X—Parliamentary Procedure

Keesey's "Modern Parliamentary Procedure" shall govern the proceedings of the Senate, except where they conflict with these by-laws, in which case the by-laws take precedence, and except that a secret ballot can only be used with the unanimous consent of the Section Senate.