

ROCKY MOUNTAIN PSYCHOLOGICAL ASSOCIATION

BY-LAWS*

Article I Membership

- Section 1 It is understood that this Association is non-sectarian and non-partisan..
- Section 2. The yearly dues shall be payable annually.
- Section 3. All members whose dues are in arrears for a period of two years shall have their names stricken from the roster.
- Section 4. Any member who has lost membership in the American Psychological Association by reason of felony or breach of the Ethical Code shall be immediately dropped from the membership of this Association.

Article II Duties of Officers

- Section 1 The elected officers shall meet within ten days following the annual meeting to make the appointments which complete the Executive Committee, which also serves as the Board of Directors of the Association.
- Section 2. The President shall:
- a) Preside at all Association and Executive Committee meetings.
 - b) Submit nomination for Chairpersons of standing committees and the Archivist to the Board of Directors of the Corporation (i.e., Executive committee) for their approval.
 - c) Be an ex-officio member of all committees.
 - d) Be responsible for the selection of the RMPA Distinguished Lecturer for the Annual Convention.
 - e) Be invited to deliver an address at the Annual Convention.
 - f) Appoint ad hoc committees as needed with the advice and consent of the Executive Committee.
- Section 3. The President-Elect shall:
- a) Assume the duties of the President in the President's absence.
- Section 4. The Secretary shall:
- a) Record the proceeding of the meetings of the Association and of the Executive Committee.
 - b) Notify officers and chairpersons of committees of their election or appointment if they were absent from the meeting at which it occurred. Furnish committees with material referred to them.
 - c) Keep a copy of the By-Laws and standing rules and record amendments.
 - d) If the presiding officer desires, the secretary shall, prior to each **meeting**, prepare for the presiding officer an outline of business, listing in their proper order items which are to be brought up at the meeting.
 - e) Call the meeting to order in the absence of the President and President-Elect and preside over the election of a temporary presiding officer.
 - f) Conduct the general correspondence of the organization as directed by the President.
 - g) Produce and mail the newsletter to members.
 - h) Maintain the Association's WWW site.
- Section 5. The Treasurer shall:
- a. Collect all dues and care for the Association's funds.
 - b. Keep an accurate record of receipts and payments.
 - c. Pay mandatory bills promptly.
 - d. Submit a financial report at each Executive Committee meeting.
 - e. Submit a financial report at each annual meeting.
 - f. Keep a current membership list.
- Section 6. The Archivist shall:
- a. Preserve all official records of the Association not in active use by the Executive Committee.

- b. Preserve such other materials pertinent to the Association as may facilitate an understanding of its history.
- c. Update the history of the Association annually and submit this information for the newsletter.
- d. Maintain liaison with the Archives of American Psychology (Akron, Ohio) and list there such material held by the Association of interest to the history of American psychology.
- e. Engage in such other activities as might be appropriate to discharging the functions of Archivist of RMPA as required by the Executive Committee.

Section 7. The Convention Coordinator shall:

- a. Identify and negotiate contracts for future convention sites with the approval of the Executive Committee.
- b. Oversee that the provisions of convention contracts are followed.
- c. Engage in such other activities as might be appropriate to discharging the functions of the Convention Coordinator of RMPA as required by the Executive Committee.

Section 7. All officers shall perform the duties prescribed in the adopted text on parliamentary procedure in addition to those specified by these By-Laws. They shall deliver to their successors all material pertaining to their offices within ten days after termination of their offices.

Article III Executive Committee

Section 1. The Executive Committee shall consist of both elected and appointed members. The elected members shall be the President, President-Elect, the immediate Past President, the Secretary, and the Treasurer. The Officers of the Association shall consist of a President, President Elect, Past President, Secretary, Treasurer, Historian/Archivist, Convention Coordinator, and Program Director. Together these Officers with the chairs of all standing committees shall constitute the Executive Committee. All of the Executive Committee may vote on issues before the Association.

- a. Meetings of the committee shall be held at such time and place as may be directed by the President or upon request of five of its members. Meetings of the Executive committee may retire to Executive Session on majority vote of the Committee.
- b. Fifty percent of the members of the committee shall constitute a quorum.
- c. Vacancies. Ordinarily, vacancies in elected positions shall be filled by presidential appointment, with the advice and consent of the Executive Committee. At the Executive Committees option, they may fill the position by a special election. If an office holder is temporarily unable to fulfill a responsibility, the President may appoint a member in good standing to carry out the offices responsibilities.

Section 2. The Executive committee shall:

- a. Have general supervision of the affairs of the organization during the interim between meetings of the Association. None of its acts shall conflict with actions taken by the Association.

Article IV Committees

Section 1. The Standing committees of the Association shall be:

- a. Program
- b. Elections which shall be chaired by the immediate Past-President of the Association.
- c. Diversity Committee

Section 2. The duties of these committees shall be specified and delegated by the elected officers.

Section 3. Ad hoc committees may be appointed by the President, with the advice and consent of the Executive Committee, when deemed necessary and could include, The Early Career Award

- Selection Committee, The Finance Committee, and the Distinguished Service Award Committee.
- Section 4. Membership on all standing and ad hoc committees of the Association shall be selected by chairpersons of the committees.
- Section 5. The chairperson of each committee shall make a report to the Executive Committee prior to each meeting of the Association.
- Section 6. The Executive Committee shall make a report to the membership at each Business Meeting.

Article V Election of Officers

- Section 1. The Secretary and Treasurer will be elected for staggered three year terms. Committee Chairs will be elected annually.
- Section 2. The election of the Officers and Committee Chairs shall be the responsibility of the Election Committee. The Past-President as Chairperson of the Election Committee shall form a working committee consisting of not less than two additional members.
- a. At the spring meeting of the Executive Committee, the Election committee shall submit to the executive Committee the names of individuals eligible for election and who are generally known to the membership for their contributions to psychology, and/or have a history of diligent work for the Association.
 - b. At its fall meeting the Executive Committee shall finalize the slate of nominees who will appear on the ballot.
 - c. The nomination ballot shall include the names of the individuals selected by the procedure as prescribed above, and space to write in the names of other qualified individuals.
 - d. The ballots listing names of the nominees shall be mailed to the membership no later than six weeks before the first day of the convention each year. The mailing shall contain a brief biographical description of each candidate. The exact return date will be set by the Executive Committee each year.
 - e. Results of the nominations and elections shall be sent to the Executive committee as soon as possible after balloting and before the annual meeting of the Association.
 - f. The winners and losers shall be notified of the outcome of the election by the Chair of the Elections Committee as soon after the closing date for voting as possible, but in any case, at least one week prior to the Annual convention.

Article VI Parliamentary Authority

- Section 1. Roberts Rule of **Order, by Henry** Martin Roberts, shall cover proceedings of the Association not otherwise specified in the Constitution and it shall be the duty of the Secretary to have it available at all meetings.
- Section 2. The President, at his/her discretion, is authorized to appoint or to employ a parliamentarian for the annual business meeting of the Association.

Article VII Amendments

- Section 1. The Association, by mail vote of the Members on. the official rolls of the Association at the time of mailing, may adopt such By-Laws or amendments to By-Laws as are consistent with the goals of the Association.
- Section 2. Amendments may be proposed by the Executive Committee by majority vote of that Committee or by petition signed by 10 percent or more of the members of the Association.
- Section 3. A majority vote by all members voting by mail or at an annual business meeting of the Association shall be sufficient for adoption or an amendment
- Section 4. All proposals for amendments shall be submitted to the membership in writing at least 30 days before the deadline for voting, whether at an annual meeting or

by mail.

- a) A copy of each amendment proposed, with space appropriate for voting and such explanation of the amendments as is deemed necessary, shall be submitted to the membership at the time of proposal.
- b) The Secretary of the Association shall submit proposed amendments to the members. The balloting shall be sent to the Election Committee if the balloting is by mail.

| **Revised and approved ~~April 12, 2008~~November 17, 2010*