

BY-LAWS
OF THE
ILLINOIS PSYCHOLOGICAL ASSOCIATION

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BY-LAWS OF THE ILLINOIS PSYCHOLOGICAL ASSOCIATION

ARTICLE I NAME

The name of this organization shall be the Illinois Psychological Association, hereafter referred to in these By-Laws as IPA and/or the Association.

ARTICLE II STATEMENT OF PURPOSE

The purpose of the IPA shall be to advance psychology as a science and a profession and as a means of promoting human welfare by the encouragement of psychology in all its branches; by the continual improvement of the qualifications of psychologists through high standards of ethics, conduct, education and achievement; by expanding roles and opportunities for psychologists to serve the public within the field's emerging scope of scholarship and expertise; and by the increase and dissemination of psychological knowledge through meetings, professional contacts, reports, papers, discussion, ~~and~~ publications, electronic media, and current methods of communication.

ARTICLE III MEMBERSHIP

Section 1: Classes of Membership

The Association shall consist of eight classes of membership: 1) Fellow Members; 2) Full Members; 3) Affiliate Members; 4) Student Members; 5) Life Members; 6) Honorary Members; 7) Out-of State Members; and 8) Organizational Members.

- a) Fellows of the Association shall be Members of the Association who are interested in the advancement of psychology as a science and as a profession. Fellows shall be entitled to the rights and privileges of the Association without restriction. Fellows shall meet the following standards:
1. Fellows have been Members of the Association for at least seven years.
 2. Fellows have made unusual and outstanding contributions or performance in the field of psychology.
 3. Fellows have been Members who have been nominated for Fellow status by two members of the Association who have submitted written endorsements to the Council of Representatives.

4. Fellows have been elected to Fellow Member status by a majority vote of the Council of Representatives.

- b) Full 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. The designation Full Member as used in the By-Laws shall be deemed to include Fellows, except where there is an express provision to the contrary. Full Members shall have all the rights and privileges of IPA membership, including the right to vote and hold office.

The minimum standard for election to Full Member status shall be 1) the receipt of the doctoral degree from a program primarily psychological in content, conferred by an accredited educational institution; or, 2) a license as a psychologist in the state of Illinois. An accredited educational institution is one that is accredited by an accrediting agency recognized nationally by the ~~Council of Post-Secondary Accreditation~~ Council on Postsecondary Accreditation.

- c) Affiliate Members of the Association shall be persons with an interest in psychology such as but not limited to certified paraprofessionals, high school teachers and members of the general public with an interest in psychology. Affiliate Members shall not hold office, serve on Council of Representatives or serve as Chairpersons of standing committees. They are considered non-voting members of the Association. Affiliate Members may serve as members of committees of the Association and participate in programs and discussions of issues.
- d) Student Members of the Association shall be persons who are engaged primarily in graduate school in psychology or an area that is psychological in nature. The Student member chair of the IPAGS section is a voting member of the IPA Council. Student Members shall not hold other offices nor serve as chairpersons of standing committees. They are considered non-voting members of the Association. Student Members may serve as members of committees of the Association and participate in programs and discussions of issues.
- e) Life Members shall be members of the Association who 1) are at least ~~65~~ 70 years in age and who have been a member in good standing in the Association for a least ~~ten~~ 15 consecutive years or, 2) regardless of age or length of participation, are adjudged to be totally and permanently disabled. Life Members shall retain those rights and privileges of IPA of the class of membership held prior to becoming Life Members. Individuals who are life members at the time these By-Laws are approved and adopted by the membership but who do not meet the new criteria for Life Membership will retain their Life Member status.
- f) Honorary Members shall be persons who have shown evidence of outstanding contribution or performance in the field of psychology, to the IPA or shown evidence of distinction in fields other than psychology. Honorary Members shall be elected by a majority vote of the Council of Representatives and shall have all the rights and privileges of IPA Members except Honorary Members may not hold

office in the Association or in any of its standing committees, serve on Council of Representatives or be entitled to vote. Honorary Members shall be exempt from paying the annual dues of the Association.

- g) Out-of-State Members shall be persons who have been members in good standing who have moved to another state and wish to maintain affiliation, or psychologists or psychology students from another state who wish to become affiliated with the Association. Out-of-State Members shall not hold office nor serve as chairpersons of standing committees. They are considered non-voting members of the Association. Out-of-State Members may serve as members of committees of the Association and participate in programs and discussions of issues.
- h) Organizational Members shall be organizations that accept and support the Purpose and Mission of the Association as set forth in these By-Laws. ~~Organizational Members and their representative shall be bound by the same code of professional behavior and Association By Laws as all other members.~~ Organizational Members shall be chosen according to the Rules for Organizational Membership.

Organizational Members may include, but are not limited to, educational institutions, healthcare organizations, libraries, government agencies, test/book publishers, vendors of products and services to psychologists, and other companies and associations, provided that they are engaged in professional and/or business activities that are compatible with the overall purpose of the Association.

Organizational Membership does not confer individual membership status to employees or constituents of the organization. Organizational Members shall be considered non-voting members of the Association and as such shall not hold office nor serve on the Council of Representatives nor serve as Chairpersons of any committees nor serve as voting members of any Standing Committees of the Association. Each Organizational Member will appoint one (1) designated organizational representative to serve as a liaison between the Organization and the Association.

Section 2: Applications for Membership

- a) All new applicants must submit ~~a written~~ an application to the Membership Committee. ~~The Membership Committee shall make an effective review of the professional and ethical adequacy of candidates for membership. The Membership Committee shall review the qualifications of the candidate for membership. The Membership Committee may consult with other committees of the Association in reviewing the candidate's application and in making its recommendation.~~

1. ~~It shall be the responsibility of the candidate to furnish endorsements from two Full Members of IPA or to furnish proof that the candidate is an~~

~~APA Member or Fellow. The Membership Committee has the authority to waive this requirement in special circumstances.~~ Applicants for membership shall not be accepted at a level of membership lower than that for which they are qualified, unless otherwise provided for in these By-Laws.

2. Each applicant for membership shall sign a statement indemnifying and holding harmless the Illinois Psychological Association and its officers for damages resulting from unfavorable action on his or her application or from disciplinary action or expulsion under the provisions of these By-Laws.

Section 3: Election to Membership

Election to membership shall be by action of the Council of Representatives on the recommendation of the Chair of the Membership Committee, except that during months that Council does not meet, election to membership shall be by action of the Executive Committee. A majority vote of ~~Council~~ is required.

Section 4: Denial of Membership

~~The Council of Representatives may deny membership~~ Membership may be denied to an applicant for cause, which includes but is not limited to disciplinary action for ethical reasons by the American Psychological Association, disciplinary action by any Psychology Licensing Board (including but not limited to censure, suspension, revocation or denial of licensure), misrepresentation of qualifications to the public or the Association, or any cause that constitutes grounds for disciplinary action by the Licensing Board, the Illinois Clinical Psychologists' Licensing and Disciplinary Board.

A person who has been denied membership for cause may reapply for membership three years after the date of denial of his/her application.

Section 5: Change in Membership Status

Application for change in membership status may be made by submitting evidence of qualifications to the Chair of the Membership Committee.

Section 6: Withdrawal of Membership

- a) ~~Except as provided in subsection 6(e) below, any~~ Any member may withdraw from the Association by submitting a letter of resignation to the Chair of the Membership Committee.
- b) ~~Except as provided in subsection 6(e) below, a~~ A member who is more than six months delinquent in payment of dues shall be dropped from membership after mailed notification of his or her delinquency status.
- e) ~~The Council of Representatives will not accept withdrawal from membership of a member of the Association while an ethical complaint against the member is being investigated by the Ethics Committee. A member under investigation who elects not to pay membership dues will be maintained as a nominal member, without privileges of membership, until the disposition of the ethics case.~~
- d) c) Any member may be expelled for cause, which includes, but is not limited to disciplinary action for ethical reasons by the ~~Illinois Psychological Association or the~~ American Psychological Association, disciplinary action by any Psychology Licensing Board (including but not limited to censure, suspension, revocation or denial of licensure), or any cause which constitutes grounds for disciplinary action by the Illinois Clinical Psychologists' Licensing and Disciplinary Board, Licensing Board, or misrepresentation of themselves as an elected member of the Council of Representatives, as a chair of an Association committee or task-force, or as an official spokesperson for the Association. A two-thirds vote of the voting members of the Council of Representatives shall be required: for revocation of membership.
- e) ~~Any member who believes his/her rights as a member of the Association have been abridged by actions taken by the Association's governance structure may seek an appeal as may be provided under procedures established by the Council of Representatives.~~

Section 7: Authority of Members

Members of the Association shall not have the authority to act as representatives of the Association in matters falling outside their regular functions as officers, section members, or committee members unless specifically authorized by vote of the Association or of the Council of Representatives. Only the President or duly authorized designees may speak for the Association on public or professional issues. Individual members, section chairs, committee chairs, task force chairs, or other participants in Association governance do not present their personal views as representative of the policies and positions of the IPA. No

entity in IPA governance may independently develop Association position statements, policies, brochures, or public training events or seminars without the approval of Council.

Section 8: Ethical Standards

All Members shall abide by APA's the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association, By-Laws of the IPA, applicable regulations of the Department of Professional Regulations and such additional precepts as this Association may have or adopt as part of its By-Laws, as appropriate to their degree, license and class of membership.

Section 9: Membership Grievance Procedure

Any member who believes his/her rights as a member of the Association have been abridged by actions taken by the Association's governance structure may seek an appeal as shall be provided under procedures established by the Council of Representatives.

ARTICLE IV ASSOCIATION DUES

Section 1: Assessment

Dues and assessments for each category of membership shall be determined by a majority vote of the Council of Representatives present and voting at a regularly scheduled Council Meeting, or, if by a ~~mail-ballot~~, by a majority of those Council members voting. ~~A special rate for new members joining at the Association Conferences may be set by Council.~~

Section 2: Dues Adjustment

Dues of applicants elected in the third quarter of the fiscal year shall be reduced to one-half for that fiscal year. Dues of applicants elected in the last quarter of the fiscal year shall apply to the dues of the next fiscal year.

Section 3: Delinquency and Reinstatement

Dues not received by the due date are held to be delinquent. A delinquent member will be carried on the rolls of the Association with all rights and privileges of his/her class of membership or affiliation for a period of six (6) months, after which time he/she will pay the delinquent dues or be considered to have resigned from the Association by reason of

nonpayment of dues, ~~except those under ethics review procedures.~~ Members who have resigned from the Association by reason of nonpayment of dues shall be readmitted under the same conditions as new members unless this requirement is waived by the Membership Committee.

Section 4: Member Hardship

In the event of a special circumstance, including but not limited to serious financial hardship or debilitating illness, the Executive Committee or Council of Representatives may recommend dues adjustments, but such recommendations must be approved by a majority vote of the Council members present and voted on at a regularly scheduled Council meeting ~~-(or, if by mail ballot, by a majority of those Council members voting.)~~

Section 5: Association Emergencies

In the event of a special circumstance, including but not limited to serious financial hardship of the Association, the Executive Committee or the Council of Representatives may recommend assessments payable by all categories of dues paying members, but such recommendations must be approved by a majority vote of the Council members present and voted on at a regularly scheduled Council meeting ~~-(or, if by mail ballot, by a majority of those Council members voting.)~~

ARTICLE V OFFICERS

Section 1: Officers

The elected officers of the Association shall be the President, the President-Elect, the Immediate Past President, the Secretary and the Treasurer.

Section 2: President

The President shall serve as the presiding officer of the Association, Executive Committee, Council of Representatives and as an ex-officio member of all sections and committees. Except in the situation of a tie, the President shall not vote at Executive Committee or Council of Representatives' meetings. It shall be the duty of the President to exercise supervision over the affairs of the Association with the approval of the Executive Committee and the Council of Representatives; countersign all contracts and other instruments of the Association, except checks; and to perform such other duties as are pertinent to the office of President or as may be properly required of the President by vote of the Council at any duly constituted meeting -or, if by ballot, by a majority of those Council members voting. The term of office of the President shall be one year.

Section 3: President-Elect

The election to the office of President-Elect shall require a commitment of Three (3) years of service to the Association: One (1) year as President-Elect; One (1) year as President; and One (1) year as Immediate Past President. A President shall not be eligible to serve again as the President-Elect until the completion of the year of service as Immediate Past President.

The President-Elect shall succeed the President in office and perform such duties as are delegated by the President, Council of Representatives or the Association. The President-Elect shall serve as the presiding officer of the Association in the absence or incapacity of the President.

It shall be the responsibility of the President-Elect to serve as a member of the Executive Committee and the Council of Representatives. The President-Elect shall use the term of office to become fully familiar with the affairs of the Association.

In the event that the President shall not serve a full term for any reason, the President-Elect shall succeed for the remainder of the term, and continue through the elected term.

Section 4: Immediate Past President

It shall be the responsibility of the Immediate Past President to serve as a member of the Executive Committee and the Council of Representatives and shall perform such other duties as may be required by the President, the Council of Representatives or the Association. The term of office for Immediate Past President shall be one year.

Section 5: Secretary

It shall be the responsibility of the Secretary to serve as a member of the Executive Committee and the Council of Representatives. The duties of the Secretary are to keep the records of all Executive Committee meetings and Council of Representative meetings; to report Election results at Council meetings and perform such other duties as may be required by the President, the Council of Representatives or the Association. The Secretary shall serve a term of three years.

Section 6: Treasurer

It shall be the responsibility of the Treasurer to serve as a member of the Executive Committee and the Council of Representatives. The duties of the Treasurer shall be to have custody of all funds of the Association and to ensure they are deposited in the name of the Association in such bank or banks as the Council may direct. The Treasurer shall

have the authority to sign checks and drafts or execute payments on behalf of the Association as provided by the By-Laws, a vote of members of the Association or the Council of Representatives. The Treasurer's signature or authorized printed facsimile thereof shall counter-sign all checks. Such ~~checks~~ payments shall be originated by the Treasurer, the Executive Director or by the Office Manager. The Treasurer shall keep a full record of all money received and all money paid out and shall report thereon to all Executive Committee meetings and Council of Representative meetings. The Treasurer shall arrange at all reasonable times for exhibit of the books of accounts to any member of the Association. The term of office for Treasurer shall be three years: except for the first elected term that begins after the date of the adoption of these By-Laws, which shall be two years.

Section 7: Vacancies

In the event that the President does not serve his/her full term for any reason, the President-Elect shall succeed to the unexpired remainder thereof and continue through his/her own term as President. In the event that the President-Elect shall not be able to serve out the term as President, the Council of Representatives will ~~designate~~ nominate and elect by secret-ballot an Interim President and arrange that both a President and President-Elect be nominated and elected at the time of the next scheduled election. Anyone assuming the office, as Interim President, shall resign from any other office held in the Association.

In the event that the Immediate Past President cannot serve the full term, the office shall be left vacant until the next President assumes the office.

In the event that the President-Elect shall not be able to serve out the term, the Council of Representatives will ~~designate~~ nominate and elect by secret ballot an Interim President-Elect and arrange that both a President and President-Elect be nominated and elected at the time of the next scheduled election. Anyone assuming the office, as Interim President-Elect, shall resign from any other office held in the Association. In the event that the Secretary; or Treasurer ~~or APA Council Representative(s)~~ cannot serve the complete term, the Council of Representatives shall by majority vote ~~elect~~ nominate and elect by secret-ballot a successor to serve out the term.

In the event that an elected officer requests a temporary leave of absence, the Executive Committee shall appoint an interim replacement until the next scheduled Council meeting, at which time Council shall, by majority vote, ~~elect~~ nominate and elect by secret ballot an interim replacement.

Any officer may be removed from office before the expiration of a term if five percent (5%) of the members of the association in good standing petition Council to place this issue before the membership by means of a ~~mail~~ ballot. The issue of removal presented by ~~mail~~ ballot will be decided by a 2/3 vote of those voting.

An Officer who does not perform his/her duties, fails to respond to all reasonable efforts by the President or the Presiding Officer to communicate, and does not attend Executive Committee meetings over a 90 day period with no explanation or excused absence is deemed to have resigned from office. The President will then notify Council of the vacancy, which will be filled in accordance with the procedure described in this section of the By-laws.

ARTICLE VI FISCAL ARRANGEMENTS

Section 1: Fiscal Year

The fiscal year of the Association shall begin on July 1.

Section 2: Financial Reports

Report of receipts and expenditures by the Treasurer on behalf of the Association shall be made to the Council of Representatives and the Executive Committee at each of its regularly constituted meetings.

Section 3: Auditing Committee

The Treasurer shall keep an itemized financial record of receipts and expenditures of the Association. The Treasurer shall submit such records to an auditing committee prior to the last Council meeting of the fiscal year. The Auditing Committee shall be composed of the President-Elect of the Association and one member of the Council of the Association, appointed by the President.

Section 4: Checks and Drafts

Checks and Drafts upon the funds of the Association must bear the signatures (written or electronic) of any two of the following: The Treasurer, the Executive Director, the President, the President-Elect or the Secretary, with the following exception: after a six month probationary period, beginning when the Executive Director is hired, and at its discretion, the Executive Committee may grant to the Executive Director the authority to be the sole signer on checks written for (1) regular office and Association expenses up to a specific amount and (2) special capital purchases authorized by the Executive Committee.

ARTICLE VII GOVERNING STRUCTURE

Section 1: Definition

The governing structure of the Association shall be the Council of Representatives-elsewhere referred to in these By-Laws as “the Council.” It shall be its responsibility to establish policy, make decisions and implement actions consistent with the philosophy and purpose of the Association.

Section 2: Executive Committee

- a) There shall be an Executive Committee of the Council that shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Executive Director and APA Council Representative(s).
- b) The President of the Association shall be the Chairperson of the Executive Committee. The Secretary of the Association shall be the Secretary of the Executive Committee.
- c) It shall be the function of the Executive Committee to develop and propose to Council plans for the improvement of the structure, functions and activities of the Association, including financial planning and long range budgeting. In the intervals between the regularly scheduled meetings of the council, the Executive Committee shall have the authority to take such actions as are necessary for the conduct of the association's affairs in accordance with these by-laws and the policies of the council.
- d) Meetings of the Executive Committee shall be held at least four times yearly and on the call of the President or on the request of one-third of the members of the Executive Committee.
- e) A majority of members shall constitute a quorum.
- f) If an emergency is declared by a majority of the Executive Committee, the Committee shall have the power to take action as though such action were taken by Council. The Executive Committee shall make a report to Council, within two business days, via the most expedient form of communication available, stating the nature of the emergency and the reason for the action taken, shall keep the Council apprised of the course of the action taken, and shall make a full report to Council of such action at the next scheduled Council meeting.
- g) Meetings of the Executive Committee, except those specifically designated as executive sessions, shall be open to members of the Association to attend as

observers, but they may not speak or otherwise participate in the meeting unless specifically invited to do so by the President or by majority vote of the Executive Committee.

Section 3: Council of Representatives

- a) The Council of Representatives shall consist of all members of The Executive Committee, the Chairpersons of all Sections, and IPA Representatives. The membership election procedures for IPA Representatives will be determined by Council. However, there will be no fewer than seven (7) Representatives. All members shall have full voting privileges except where the By-Laws deny this privilege.
- b) The representative(s) to the American Psychological Association Council of Representative(s) shall be nominated and elected in compliance with the procedures established by APA. The representative(s) ~~of~~ to the APA Council shall ~~be free to~~ communicate to IPA the business of APA council as well as APA positions and actions. The representative(s) to the APA Council shall ~~be free to~~ seek and respond to the advice of the IPA Council when representing the Association to the APA. It shall be the responsibility of the APA representative(s) to serve as member(s) of the executive committee and the IPA Council of representative(s). The representatives(s) to the APA Council of representative(s) shall serve a term of three years--in accordance with the APA calendar and election cycle.

In the event that the number of APA Council representatives apportioned to the IPA is decreased, the more recently elected representative or, if the representatives were elected at the same time, the representative who received with the least amount of fewest election votes shall step down. If a vacancy exists for any reason prior to the next APA election, the representative who stepped down shall fill the position. If there is no such representative, the Council will nominate and approve the appointment of a replacement. The IPA President or his/her designee shall notify the APA Council of any such replacements as required by APA By-laws.

- c) The Council of Representatives shall have general supervision over the affairs of the Association.
- d) Meetings of the Council of Representatives shall be held at least four times per year, one of which must ~~meet occur~~ in June at which time change of Officers shall take place. and shall include, as non-voting participants, the members of the Council who will take office on July 1. After the official business of the existing Council is finished, the President as of the next July 1 will be installed as the presiding officer of the remainder of the meeting. The members of Council who will take office (or whose terms continue) on the next July 1 shall have the sole voting authority to appoint and approve

committee and task force chairs, to fill vacancies that will occur on the next July 1, and to act on other matters essential to facilitating an orderly transition of leadership on the next July 1. All such votes will become effective as of the next July 1, as if they had been conducted on the next July 1. In all other matters the existing Council will retain full authority to govern the Association until the next July 1 when the official transition of officers takes place.

- e) A majority of members of the Council shall constitute a quorum. The act of the majority of the members present at a meeting shall be the act of Council, unless the vote of a greater number is required by these By-Laws. Council may, by majority vote, determine whether live attendance by Council members is required to vote or whether other means of participation (such as but not limited to conference call or other electronic forms of communication) are acceptable.
- e)f) A special meeting of the Council shall be called upon the petition to the President of a quorum of Council. In the event of such petition, the President shall call a meeting of the Council at a date not more than 30 days from delivery of such petition. Matters before such special meetings shall be limited to those specific matters set forth by the body of the petition. The special meeting may be via live attendance, conference call, or other electronic means available to members of Council.
- f)g) A substitute for a Section Chairperson or IPA Representative may attend meetings at the request of the elected member upon prior notification, as soon as possible, to the President. On issues directly concerning the Section or constituency represented by the substitute, that person may introduce motions and vote on the issue. On other issues before Council, the substitute may join in discussion only. The substitute must be a member of the Association and of the Section or constituency being represented unless s/he is representing IPAGS in which case the substitute must be a student member.
- g)h) There shall be no substitutes permitted for Executive Committee members except as otherwise specifically provided in the By-Laws.
- h)i) No person may occupy concurrently more than one elected seat in the governing structure. A one-person, one-vote rule shall apply. There shall be no votes cast by proxy.
- i)j) The Executive Director shall serve as an ex officio member of all governing bodies, without vote.
- j)k) Any IPA Representative may be removed from office before the expiration of a term if five percent (5%) of the constituency represented who are members of the Association in good standing petition Council to place this issue before

the membership by means of a ~~mail~~ ballot. The issue of removal presented by ~~mail~~-ballot will be decided by a 2/3 vote of those voting.

- k)l) Any section chair may be removed from office before the expiration of a term if five percent (5%) of that section membership in good standing petition Council to place this issue before the membership by means of a ~~mail~~ ballot. The issue of removal presented by ~~mail~~ ballot will be decided by a 2/3 vote of those voting.
- m) A vacancy of a Section chair position will be filled in accordance with the by-laws of that section. If no Section appointed replacement is available, the Council will nominate approve the appointment of a replacement Section chair to complete the unexpired term. A vacancy of an IPA Representative position will be filled by having the Council nominate and approve the appointment of a replacement IPA Representative to complete the unexpired term. Replacement Section chairs and IPA representatives must be a member of the Section or the constituency being represented in order to be nominated as a replacement. Council may, by majority vote, conduct a special election to fill open Section or IPA Representative positions.
- n) Meetings of the Council of Representatives, except those specifically designated as executive sessions, shall be open to members of the Association, but they may not speak or otherwise participate in the meeting unless specifically invited to do so by the President or by majority vote of Council. Council may establish other rules regarding attendance by non-council meetings as long as those rules do not conflict with these By-laws.
- o) Council may establish rules governing the conduct and obligations of its members in carrying out their official duties, including but not limited to confidentiality, conflict of interest, meeting procedures, and reimbursement of expenses to members of Council, so long as the rules do not conflict with these By-laws.
- p) A member of Council who does not perform his/her duties, fails to respond to all reasonable efforts by the President or the Presiding Officer to communicate, and fails to attend three consecutive Council meetings with no explanation or excused absence is deemed to have resigned from office. The President will then notify Council of the vacancy, which will be filled in accordance with the procedure described in this section of the By-laws.

ARTICLE VIII ASSOCIATION MEETINGS

Section 1: Association Meetings

The Association shall hold at least one regular meeting during each fiscal year. The time and place of meeting(s) shall be determined by the Executive Committee and announced to the membership at least thirty (30) days in advance of such meeting(s).

Section 2: Special Meetings

A special meeting of the Association must be called by the President on the request of five percent (5%) of the voting membership in good standing who have filed a petition with the Secretary requesting such a meeting together with the reasons therefore.

Within 30 days from the receipt of the petition, the President shall schedule the meeting. The special meeting must be held within 60 days from the receipt of the petition. Matters before such special meetings shall be limited to those specific matters set forth by the body of the petition.

Section 3: Quorum

A quorum shall be necessary for conducting business at a meeting of the Association. A quorum shall consist of five percent (5%) of the voting members of the Association in good standing.

Section 4: Actions on Issues

Action on issues arising from the membership may be taken without a formal business meeting. Five percent (5%) of the members of the Association in good standing may petition Council to place any issue before the membership by means of a ~~mail~~ ballot. All issues presented by ~~mail~~-ballot, except ~~Constitution and By-Laws~~ changes, will be decided by a majority of those voting.

ARTICLE IX NOMINATIONS AND ELECTIONS

Section 1: Election Committee

It shall be the responsibility of the Election Committee to conduct the nominations and elections of Association officers, Section officers, and IPA Representatives. The Election Committee shall conduct the nominations of the APA Representatives.

Section 2: Time Table

The Election Committee shall establish a time table for the nomination and election such that newly elected officers have been determined at least two weeks in advance of the June Council Meeting.

Section 3: Announcement of Election Results

Official Announcement of the election results shall be made by the Secretary of IPA at the meeting of Council following the election. The Executive Director, President, and President-elect will be notified of the election results within 48 hours after the tabulation of the ballots by the chair(s) of the Election Committee. Announcement of the election results to the members of Council shall then be made by the most expedient means of communication available. Announcement of the election results to the full membership of the Association shall then be made by the most expedient means of communication available by the Secretary of IPA as well as in the next Newsletter or other official publication or electronic posting of the Association.

Section 4: Specific Policies and Procedures

The specific policies and procedures to be followed by the Election Committee are described in *Policies and Procedures of the Election Committee*. This document and any changes made therein shall be approved by the IPA Council.

Section 5: Election Ballots

IPA elections may be conducted using mailed, electronic or other technologically developed ballots, or any combination thereof.

Section 6: Eligibility to Vote and to Be Elected

Only IPA members in good standing (including but not limited to all dues payments that are up to date and being in compliance with the requirements of membership elsewhere described in these By-Laws) as of the date that the nomination or election ballots are made available to the membership may vote in any Association nomination or election process.

Only IPA members in good standing (including but not limited to all dues payments that are up to date and being in compliance with the requirements of membership elsewhere described in these By-Laws) as of the date that the nomination or election ballots are made available to the membership may appear on any Association nomination or election ballot or be nominated for or elected to any IPA office.

ARTICLE X SECTIONS

Section 1: Creation of Sections

A Section within the Association may be organized to represent scientific or professional interests of IPA membership. A Section may be established upon petition of the Council by not fewer than 25 ~~(regular)~~ Full Members. This requirement is waived for the establishment of a Student-based section. This student section may be established upon petition of the IPA council by 25 student members. The establishment of such Sections shall be subject to approval of the Council of Representatives. The Council may then create such Sections provided that:

- a) They represent an active and functionally unitary interest of a group of members.
- b) Their proposed objectives ~~fall within the scope of the purposes of~~ are consistent with the mission and by-laws of the IPA, and
- c) Their membership is not restricted on any basis other than psychological interest and qualifications, ~~and~~.
- ~~d) The establishment of any new Section is not inimical to the welfare of IPA.~~

Section 2: Membership

Any member of the Association may apply for membership in one or more Sections under the rules of eligibility established by the Section.

- a) ~~Council shall be provided, at least annually, a list of all members within each Section.~~

Section 3: Dissolution of Sections

Sections with fewer than 25 members shall be reviewed by the Council. The Council may, based upon review and at least 30 day's notice to the Section, dissolve the Section by a majority vote. In no instance may Council approve continuation of a Section for more than one year when its membership is fewer than 25 regular members. A Section may also be dissolved when the Section recommends dissolution or when the Council of Representatives determines that the continued existence of the Section does not advance the welfare of the Association. If there are any funds left in the dissolved Section, they shall immediately transfer to the ~~general IPA funds~~ IPA operating account.

Section 4: Section Officers

A section shall have a chair and any other officers it may desire. The nomination and election of Section officers shall comply with the Policies and Procedures for the Election Committee. The IPA Election Committee shall conduct the nominations and elections.

Section 5: By-Laws

Each section shall adopt By-Laws that are not inconsistent with IPA By-Laws. Section By-Laws will be subject to approval by IPA Council of Representatives. ~~Sections in existence prior to 7/1/96 will develop By-Laws to be approved by Council by 7/1/98.~~ The Central Office will maintain copies of all Section By-Laws- and will make them available to all IPA members.

Section 6: Dues and Assessments

Dues and special assessments may be established by each Section. They will be collected and maintained by the IPA Treasurer. Section Treasurers will transmit vouchers to the Association Treasurer for payments authorized by the Section. All vouchers must be approved by IPA Executive Committee.

ARTICLE XI COMMITTEES

Section 1: Types of Committees

All committees are responsible to the Council of Representatives. There shall be three types of committees:

- a) Standing Committee: Committees designated in the By-Laws of the Association.
- b) Ad Hoc Committees: Committees appointed by the President for the duration of his/her term to address issues of emerging or continuing concern to the Association.
- c) Task Forces: Committees appointed by Council to address a specific task or project. A task force will be dissolved by majority vote of Council upon completion of its mission or if determined to no longer be necessary.

Prior to the end of the fiscal year, the Executive Committee shall make recommendations to the incoming President concerning continuance of ad hoc Committees. An ad hoc or task force committee may become a standing committee by a change of the By-Laws.

Section 2: Appointment of Committee Chairpersons

The President shall appoint, with Council approval, the chairperson(s) of all committees and task forces; unless otherwise stated in these bylaws.

Section 3: Committee Instructions

- a) The chairpersons of each Committee shall select the membership for the committee, and will inform Council of the committee's composition. ~~will need approval of Council.~~ The Election Committee members will be determined by the ~~Policies and Procedures for the Election Committee~~ *Policies and Procedures for the Election Committee.*
- b) Each committee shall develop a written statement of its objectives and priorities for the coming year and submit this report to the President.
- c) At each scheduled Council meeting of the Association, each committee shall be prepared to present a report of its activities to the membership and to respond to questions and concerns from Council.

- d) At the close of the fiscal year, each committee shall submit a written report on activities of the year to the President and Council of Representatives.
- e) All committees shall be discharged at the close of each President's term of office except as otherwise provided in these by-laws.

Section 4: Standing Committees

a) By-Laws and Rules Committee

This Committee shall ~~conduct a continuing study of the Association and shall~~ make recommendations to Council concerning ~~r-Rules and p-Procedures~~ as well as By-Laws provisions. The Committee shall assist the Council in the researching and drafting of rules, policies, and By-Laws as requested to do so by the IPA President, Executive Committee, or Council.

b) Committee on Continuing Education

The purpose of this Committee shall be to assist IPA in meeting its responsibility, to the profession of psychology and to its members in the maintenance of high quality professional applications of psychological knowledge and professional work. This may be done in a variety of ways, including the offering of professional workshops, training seminars and similar educational programs. They shall oversee the Association CE credits and advise the Executive Committee and Council on matters educational.

~~e) Committee on Legal Issues~~

~~This Committee is charged with assessing and monitoring legal issues relevant to the Association. In accordance with IPA policy, the Committee may propose action to Council when issues, needs or litigation involve the Association or may have implications for the advancement of psychology as a science, as a profession or as a means of promoting human welfare.~~

~~d) Committee on Student Development~~

~~The function of this Committee shall be to undertake and carry out programs designed to inform young people about psychology as a profession. It shall also develop programs for psychology students on the undergraduate and graduate levels. Typical activities under the purview of the Committee may include Science Fairs, Student Poster Session Contests and Career Conferences.~~

ec) Convention Committee

The purpose of this Committee shall be to plan the Annual Convention, including the meeting site, programs to be presented at the meeting and make other necessary arrangements incidental to the Convention. Membership will include the individual who will be presiding as the President at the convention who will nominate the committee chair for the convention at which he/she will preside as President.~~who will be Chair. Immediate Past President, who will be in charge of awards, and each Section Chair or his/her representative.~~ Council shall approve the location and the budget ~~prior to~~ for the convention.

The Executive Director or his/her designee shall be responsible for advertising and hotel arrangements. The individual who will be presiding as the President at the convention can appoint other members of the Association to this Committee at his/her discretion.

~~When elected, the President Elect shall begin to plan his/her convention until such time as the President Elect takes over as chair.~~

fd) Election Committee

The duties of this Committee are described in Article IX and in the ~~Policies and Procedures for the Election Committee~~ *Policies and Procedures for the Election Committee.*

ge) Ethics Committee

This Committee is charged with the responsibility to:

1. Respond to member inquiries relating to professional ethical questions.
2. Educate members of IPA ~~and the consumers of psychological services~~ with regard to the APA *Ethical Principles of Psychologists and Code of Conduct* ~~Code of Conduct~~ and the scientific and professional responsibilities of psychologists.
3. ~~Formulate rules and principles of ethics for adoption by IPA and,~~
4. ~~Establish rules and procedures for conducting the business of the Committee as approved by the Council of Representatives.~~

hf) Finance Committee

This committee is charged with developing a yearly budget of income and expenses for the following fiscal year to be presented by the March

Executive Committee meeting and submitted to Council for approval by the June Council meeting. ~~to be presented to Executive Committee for consideration by March 1 of each year.~~ The committee is charged with making recommendations for developing a variety of sources of revenue and for the efficient utilization of financial resources needed to support the budget operation of the Association. The Treasurer shall serve as chair of the Finance Committee.

ig) Health Care Reimbursement Committee

The goal of the Health Care Reimbursement Committee is to help the IPA membership keep abreast of health care reimbursement-related issues by responding to member questions and concerns and providing the rapidly changing reimbursement environment in the state. ~~The Committee acts as a resource for psychologists about reimbursement issues. The Committee also provides educational opportunities to members. about managed care and other health care reimbursement-related issues.~~ The Committee seeks to educate insurance companies and third-party payer organizations about psychological services.

jh) Legislative Committee

This Committee is charged with the following responsibilities:

- 1) Monitoring, developing and promoting legislation at State and Federal levels which has relevance to the interest and practice of psychology,
- 2) Developing and maintaining relationships with legislators and legislative committees having an interest in the mental health and well-being of the citizens of Illinois.
- 3) Recommending to Council legislative actions to be taken in the interest of the profession and the public.

ki) Membership Committee

The ~~functions~~ purpose of this Committee shall be to enlarge the membership of the Association. The Committee shall monitor the licensure of psychologists in Illinois and shall invite newcomers to make application for membership in the Association. This committee shall invite all APA members in Illinois who are not members of IPA to become ~~affiliated with~~ members of the Association. The Committee shall invite psychology graduate students in Illinois to become ~~affiliated with~~ student members of the Association. The Committee shall make available application forms for distribution to all members of the Association on

request. ~~The Committee shall also be responsible for updating a Membership Directory not less frequently than every two years.~~

The Membership Committee shall screen applications for membership; determine if candidates meet criteria for membership at different levels; and, present the names of qualified applicants, according to category of membership, to the Council of Representatives for consideration and approval or for consideration and approval by the Executive Committee during months when Council does not meet.

A membership directory will be made available to all members of the Association that includes the membership of all sections. The Membership Directory will be updated no less than once each year.

lj) Newsletter Committee

This Committee shall consist of an Editor appointed by the Council and additional associate or assistant editors selected by the Editor with the consent and approval of the Council. It shall be the responsibility of the Editor to publish, on a regular basis, the official Newsletter of the Association. The term of the Editor ends when a new Editor is appointed by the Council.

mk) Placement Committee

The function of this Committee shall be to undertake and carry out services that assist psychologists who seek employment opportunities and employers who wish to employ psychologists. This may be done in a variety of ways including providing job placement services at annual meetings, maintaining a registry of available positions for psychologists and providing information about the service.

nl) Public Affairs Committee

This Committee shall be charged with providing the public with information about psychology as a profession and science. The Committee shall develop channels of communication with all forms of the news media and professional and community organizations to keep them current in their awareness of the total profession of psychology. The Committee shall educate consumers about the value of mental health services and psychologists' expertise in providing a broad range of psychological services. The Committee will clear all of its media presentations and publications through the office of the President.

ARTICLE XII LIAISON RELATIONSHIPS

Section 1: Department of Financial and Professional Regulations

To maintain effective liaison with the Illinois Department of Financial and Professional Regulations in matters pertaining to the licensing of psychologist in the state, the President of the Association shall invite the Clinical Psychologists' Licensing and Disciplinary Board Examining Committee to appoint a Liaison Representative to meet with Council at its regularly scheduled meetings. The IDFPR Representative shall report on the status and problems of licensing psychologists in the state of Illinois.

Section 2: Other Organizations

The President of the Association, with the approval of Council, may establish liaison relationships between the Association and any group, organization or duly constituted body whose activities are relevant to the purposes and functions of the Association.

ARTICLE XIII STAFF

Section 1: Executive Director

The Executive Director of IPA shall manage the daily operations of the Association, coordinate activities of Council and various committees and the membership-at-large, and supervise all paid IPA staff. The Executive Director shall report directly to the Executive Committee through the IPA President. The hiring and employment contract of the Executive Director shall be approved by a majority vote of Council. ~~The Council shall be responsible for all decisions concerning the conditions of employment of the Executive Director.~~ The Executive Committee will carry out a performance review of the Executive Director at least annually and report the results of that review to the Council. The Executive Director shall not hold any elected office within the Association, ~~except APA Council Representative.~~ The Executive Director shall not have a vote on Executive Committee or Council, ~~except as APA Council Representative, if so elected.~~

Section 2: Office Operations

The Executive Director shall appoint such office personnel and acquire the Association equipment as the budget specifications warrant. Appointments of professional personnel to the office staff shall be approved by Council.

**ARTICLE XIV
ETHICS**

The ethical standards of the Association shall be the same as those of the American Psychological Association, including subsequent revisions thereto. The Association may add other provisions not contrary to the American Psychological Association Code. These additional provisions shall be put to a ~~mail~~ vote of the membership after the provisions have been proposed to the membership by ~~mail~~-communication not less than three months before the vote is taken.

**ARTICLE XV
RULES OF ORDER**

Section 1: Rules of Order

When not inconsistent with these By-Laws, meetings of the Association, meetings of the Council of Representatives, meetings of the Executive Committee and the general business of the Association shall be conducted in accordance with Rules of Order to be decided annually by Council.

Section 2: Parliamentarian

A Parliamentarian will be appointed by the President with approval from Council. The Parliamentarian will be expected to attend all Council and Association meetings. The Parliamentarian shall not hold any elected office and have no vote.

**ARTICLE XVI
DISPOSITION OF ASSETS IN CASE OF DISSOLUTION OF THE
ASSOCIATION**

In case of dissolution of the Illinois Psychological Association, the Association, by vote of Council, may grant the assets of the Association to one or several not-for-profit organizations ~~not for profit~~ whose aims and purposes, in the judgment of the Council, most clearly approximate those of the Illinois Psychological Association.

ARTICLE XVII AMENDMENTS

Section 1: Proposed Amendments

Amendments to the Association By-Laws may be proposed by a majority the Council or through a ~~written~~ petition signed by a minimum of five percent (5%) of the membership of the Association.

Section 2: Amendments by ~~Mail~~-Ballot

Amendments may be made by a ~~mail~~ ballot. Voting shall be declared closed thirty (30) days after the date of ~~mailing~~ the ballots are sent to the membership. To be accepted, an amendment or change in the By-Laws must be approved by two thirds of those voting.

Section 3: Amendments by Meeting

Amendments may be made at any regularly constituted meetings of the Association by a vote of two thirds of the voting members who are present, provided notice of the proposed amendment change and the proposed vote has been given to each member of the Association at least thirty (30) days in advance of the time of the meeting.