

# **BYLAWS OF VIRGINIA ASSOCIATION FOR PSYCHOLOGICAL SCIENCE**

(Drafted April, 2015)

## **ARTICLE I – NAME**

The name of this professional association shall be Virginia Association for Psychological Science (VAPS).

## **ARTICLE II – PURPOSES**

The purposes of this Association shall be:

1. To advance psychology as a science in all of its interdisciplinary and applied aspects at the undergraduate, graduate, and professional levels.
2. To educate the public about the scientific basis of psychology and the numerous everyday contributions psychology makes toward promoting human welfare.
3. To provide a professional home for psychological scientists in the Commonwealth, and encourage their involvement by the exchange of experience and research through discussions, presentations and publications.
4. To enhance the status of psychological science through the promotion and fostering of high standards of ethical behavior on the part of all psychological scientists in the conduct of their professional lives.

## **ARTICLE III – MEMBERSHIP AND PRIVILEGES**

1. The Association shall have three classes of members: Members, Associate Members, and Student Associate Members. Membership in the Association is open to those who meet the requirements in the applicable categories set forth below and further who agree to comply with the Bylaws of the Association.
2. The requirements for the three classes of membership are:
  - A. Requirements for admission to Membership
    - (1) A Member shall possess a doctoral degree from a regionally accredited institution of higher education and be engaged in (or retired from) the teaching and/or practice of psychological science, or
    - (2) A Member shall possess a Master's degree from a regionally accredited institution of higher education and be engaged in (or retired from) the teaching and/or practice of psychological science.
  - B. Requirements for admission to Associate Membership
    - (1) An Associate shall have a Bachelor's degree from a regionally accredited institution of higher education with a minimum of 30 semester hours in psychology and be working in (or retired from) a field related to psychology such as being actively engaged in the teaching of psychology.
    - (2) A Nonresident Associate shall meet the admission criteria for membership in the Association, reside outside the Commonwealth of Virginia, and have no primary place of employment or work setting within the Commonwealth.
  - C. Requirements for admission to Student Associate Membership
    - (1) A Student Associate shall be currently enrolled in an undergraduate or graduate degree program in psychology in a regionally accredited institution of higher education.
3. Rights and Privileges of Classes of Members of the Association
  - A. Only Members shall have the right to vote and hold office as well as serve as Chairs of the Standing Committees represented on the Board.
4. Election to Membership
  - A. Applicants for Member and Associate membership must declare that the membership requirements for that class in VAPS have been met.
  - B. Applicants for membership in VAPS may seek and obtain counseling and guidance from the VAPS Board regarding the application.
5. Termination of Membership
  - A. Resignation. An individual in good standing may terminate his/her membership by submitting a letter of resignation to the Board of VAPS.
  - B. Other Termination
    - (1) Non-payment of dues to VAPS by the annual meeting shall result in termination from the Association.
    - (2) Other terminations of members of VAPS may be effected in accordance with the determinations of the Board of VAPS.
6. All Members shall be treated without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, or mental or physical disability. This does not preclude the Association from carrying out activities or programs that have as the goal the amelioration of conditions that may restrict members from full participation in the Association or its activities.

#### **ARTICLE IV – DUES**

1. The annual VAPS dues shall be established by a majority vote of the Board.
2. A special assessment may be levied by a majority vote of those present at a regularly scheduled business meeting. All current members of VAPS must be notified thirty (30) days prior to any business meeting at which a vote on a special assessment is going to be held.
3. The fiscal year covered by the VAPS dues shall be January 1 to December 31.
4. Dues shall be payable at the beginning of the fiscal year. The Board of VAPS has the right to impose a late fee on those members whose dues have not been paid during the first ninety (90) days of the fiscal year.

#### **ARTICLE V – ELECTED OFFICERS**

1. The elected officers shall be President, President-Elect, Secretary, Treasurer, and Immediate Past-President.
2. The President shall serve for one (1) year. The President shall preside at all business meetings of the Association and official meetings of the Board of VAPS. The President shall also perform the following duties and serve the following functions:
  - A. Appoint the Chairpersons and Members of all Standing Committees (except the Nominations & Elections Committee, whose members are specified below in the Bylaws) with the approval of the Board.
  - B. Create ad hoc committees as the Board directs or as the need arises, and serve as ex-officio member of all committees.
  - C. Select designees to be representatives of himself/herself and/or other officers of the Association to attend functions which he/she or other Association officials are unable to attend.
  - D. Perform such other official acts as may be directed by the Board and/or are required by the office.
3. The President-Elect shall serve as the vice president of the Association and shall automatically succeed the President at the expiration of the latter's term, or in the case of death, resignation, or incapacity of the President. In the absence of the President, the President-Elect shall serve in that capacity pro tem, and will chair the Board. The President-Elect shall serve as parliamentarian and shall have other such duties as are delegated to him/her by the President. In the event of a vacancy in the office of President-Elect, an election will be held as soon as possible.
4. The Secretary shall serve for two (2) years, and be elected on alternate years from that of the Treasurer. The Secretary shall record the minutes of all meetings and keep all records of the Association. The Secretary shall prepare and send notices of the meetings as required, conduct correspondence of the Association, notify candidates of their acceptance or rejection for membership, serve as chair of the Membership Committee, and maintain current membership lists. The Secretary shall also undertake such other duties as the President and/or the Board may direct.
5. The Treasurer shall serve for two (2) years, and be elected on alternate years from that of the Secretary. The Treasurer shall be the Financial Officer of the Association. The Treasurer shall have the duty and responsibility, in cooperation with the other officers and with the Standing Committee Chairs, to prepare a budget for the calendar year and to present it to the Board. The Treasurer shall keep a full and complete record of all money received and disbursed and report at the business meetings of the Association.
6. The Immediate Past President shall have such duties as assigned by the current president and shall serve as an ex-officio member of each committee.
7. The terms of the officers shall be January 1 to December 31. The elected officers shall take office on January 1 of the year following their election.

#### **ARTICLE VI – BOARD OF DIRECTORS**

1. The Board shall consist of all elected officers and Standing Committee chairs.
2. Conduct of Business of the Board
  - A. All members of the Board must be voting members of VAPS.
  - B. A quorum, consisting of a majority of the elected officers, shall be necessary in order to conduct the business of the Association.
  - C. In the event of a tie vote of the Board, the President's vote will break the tie.
  - D. The Board shall meet at least one (1) time a year, either in person, by teleconference, or other similar means, and may be subject to be called for emergency matters upon the initiative of the President or at the request of a majority of the Board members.
  - E. A Board member absent unexcused from three consecutive meetings of the Board shall be asked to resign from office in the Association.
3. Purpose and Responsibilities of the Board
  - A. The Board is empowered to act for the Association in all matters not provided for by the Bylaws in the same general manner or with the same reasonableness as is customary of all governing councils.
  - B. The Board shall have and exercise the general direction, control, and management of the activities and business of the Association.
  - C. With the advice of the President, the Board is authorized to fill vacancies in elective offices to serve for the duration of the unexpired term, by a majority vote of the Board's membership attending the meeting at which the action is taken.

- D. The Board is authorized to establish or abolish Standing Committees as it may deem necessary in order to carry out the objectives and business of the Association, by a majority vote of the Board's membership attending the meeting at which the action is taken.

#### **ARTICLE VII – STANDING COMMITTEES**

1. The Standing Committees of VAPS are established under the authority of the Board.
2. The Standing Committees shall be:
  - A. Membership Committee
  - B. Program Committee
  - C. Nominations and Elections Committee
3. Committees shall consist of a chair and members appointed by the President and approved by the Board, unless otherwise specified in the bylaws.
4. Standing Committee Chairs shall be appointed for a term of two (2) years.
5. Standing Committee Functions and Activities
  - A. The Membership Committee shall be responsible for recruitment and outreach to psychologists, taking into consideration the Association's policy of encouraging demographic and professional diversity. The Secretary of VAPS serves as Chair of the Committee.
  - B. The Program Committee shall plan and develop programs for conventions and shall be responsible, as appropriate, for soliciting and encouraging individual invited presentations, symposia, and papers pertinent to psychological science. The Committee also will be responsible for coordinating the solicitation, presentation, and judging of student papers and posters.
  - C. The Nominations and Elections Committee shall consist of the current VAPS President and President-Elect. The Committee shall solicit nominations and conduct elections in accordance with the provisions of Article IX of these Bylaws.

#### **ARTICLE VIII – MEETINGS OF MEMBERSHIP**

1. The Association shall hold regular annual meetings of its membership.
2. For the purpose of conducting business of the Association at any scheduled meeting, a quorum shall consist of those members present at the business session of the duly announced meeting.
3. A special meeting of the membership may be called by the President or upon petition to the President by fifteen (15) members. Notice of a special membership meeting must be provided in writing to all members at least ten (10) days in advance.
4. Should it be necessary to take a vote without a meeting, membership shall be notified in electronic form. A quorum would then consist of those who respond to this notification, and this vote can be cast in hard or electronic form.

#### **ARTICLE IX – NOMINATIONS AND ELECTIONS**

1. Each year, the Nominations and Elections Committee shall solicit nominations for each office for which elections are to be held. The Committee shall solicit candidates for each open Association office and determine each candidate's willingness to serve.
2. The Nominations and Elections Committee shall conduct elections from among the nominees. The Nominations and Elections Committee shall tabulate the ballots and report the results to the membership within two (2) weeks after the election.

#### **ARTICLE X – BYLAWS**

1. The Association shall adopt such bylaws as are necessary for the proper governing of the Association. The Bylaws may be adopted, amended, or revised by a majority vote of members who reply to a ballot sent to the membership authorized by the Board.
2. A proposed amendment to or revision of these Bylaws may be developed by the Board and presented to the membership for consideration by way of a ballot, or a petition signed by ten (10) Members stating a proposed amendment may be presented to the Board for submission of such proposed amendment or revision to the membership of the Association by a ballot.
3. Each proposed amendment to or revision of these Bylaws shall be presented to the membership for discussion prior to distributing ballots ratifying or rejecting the amendment or revision.

#### **ARTICLE XI – SEVERABILITY**

Any provision of these bylaws which is prohibited by, or unlawful or unenforceable under applicable law shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of these bylaws.

#### **ARTICLE XII – DISSOLUTION**

The Association may be dissolved at any time by recommendation of the Board approved in writing by more than two-thirds (2/3) of the members voting. In the event of the dissolution of this Association, whether voluntary or involuntary or by operation of law, after payment of all lawful debts of the Association, the decision as to how to distribute the assets of the Association will be made by current members at a scheduled meeting of the Board or at a general membership meeting convened for this purpose.