

**MICHIGAN ASSOCIATION OF PROFESSIONAL PSYCHOLOGISTS
BYLAWS**

(Amended November, 2010)

ARTICLE I

Name

The name of this organization shall be the Michigan Association of Professional Psychologists, **HEREIN KNOWN AS THE "ORGANIZATION."**

ARTICLE II

Membership

- Section 1. Regular Membership shall be available to those who hold a master's or doctoral degree from a recognized college or university in the field of psychology, or those who hold a Michigan license as a master's level psychologist. Regular members shall be afforded full privileges. To be eligible to be on the Board an individual must be a member of the Organization for at least two (2) consecutive years immediately prior to Board application to the Board.
- Section 2. Associate Membership is available to those who are pursuing a master's degree or doctoral degree from a recognized college or university. Associate members cannot be members of the Board of Directors nor hold office.
- Section 3. The Membership Committee shall recommend approval or denial of the application and make the determination as to the type of membership approved: Regular or Associate. On the recommendation of the Membership Committee, the Board of Directors shall approve members. If an applicant is denied membership, the reasons for the denial shall be explained in writing to the applicant and may be appealed in writing to the Board of Directors within 30 days.
- Section 4. Membership in the Organization shall begin with the approval of a signed application and payment of dues and shall end with:
- a. Failure to pay dues
 - b. Resignation from the Organization by written notice of intent
 - c. Loss of state licensure

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ARTICLE III

Membership Meeting

Section 1. There shall be a yearly membership meeting. A luncheon meeting and/or additional meetings held during the Conference may serve as the general membership meeting. At the discretion of the Board of Directors there will be up to four (4) regional (Town Hall) meetings per year.

Nominations

Section 2.

- a. The complete process of filling a position on the Board of Directors will take no less than 60 days.
- b. When a position on the Board of Directors becomes open, the membership will be notified in writing or email. A member of the Organization shall submit an application for the appointment within 30 days of the initial notification. Upon receipt of each application, all Board members will receive a copy of the application for review.
- c. At the Board of Directors' meeting following the receipt of applications, person(s) of interest will participate in an interview process with the Board members followed by a Board discussion and determination. The Board will provide in writing a letter of acceptance or rejection to the member(s) within one (1) week of this determination.

Terms of Service

Section 1.

- a. Term of Board Membership shall be 4 years
- b. Term of Board Officer shall be 2 years
- c. Ascending order of Board Officers shall be:
 - Treasurer
 - Secretary
 - Vice President
 - President
- d. After two (2) years, or if a vacancy, the position shall be filled by the next person in line. If that person does not want the position, there will be a vote among the Board of Directors to fill the vacant position.
- e. Term of ex-officio and non-voting student representative is two (2) years.

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ARTICLE IV

Board of Directors

Section 1. The Governing body of the Organization shall be its Board of Directors.

Section 2. The Board of Directors shall be comprised of up to eight(8) members: 4 officers, 3 members, and one ex-officio and non-voting student representative who is appointed by a consensus of the Board of Directors.

Section 3. The non-elected officers of the Organization shall not exceed 3 members. This may include the immediate Past President.

Section 4. **Powers**

The Board of Directors shall have all those powers expressly granted by the Articles of Incorporation and Bylaws, and general authority not inconsistent therewith to formulate the program and administer the affairs of the Organization.

- a. The Board of Directors will post in writing all non-officer vacancies on the Board.
- b. A letter of intent shall be sent to the Board of Directors requesting consideration for Board membership within 30 days of receipt of notice. Procedure for Board acceptance or rejection – see Article III, Section 2b.
- c. All formal decisions and actions of the Board of Directors shall include a majority vote of all Board Members present.
- d. A majority vote of the Board shall consist of 4 members.

Section 5. **Meetings of the Board of Directors**

The Board of Directors shall meet not less than six (6) times per year at the request of the President with a 7-day written notice.

- a. All Board members are expected to attend all meetings or notify the President prior to the time of the meeting.
- b. If a Board Member misses two (2) meetings with a twelve (12) month period, a letter written by the President or his/her designee will be sent to notify the Board Member that their position on the Board may be in jeopardy.

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- c. If a Board Member misses three (3) meetings in a twelve (12) month period, the Board of Directors has the power and discretion to remove the individual from the Board.
- d. Board Members must abide by a code of conduct; All Board discussions and transactions must remain within the bounds of the Board of Directors. All communication to the public will be communicated by the Board President or his/her delegate.
- e. The President will communicate in writing to the individual Board Member issues concerning their conduct in order to rectify the situation.
- f. Failure to follow code of conduct may mean removal from the Board of Directors. This is at the discretion of the remaining Board of Directors with simply majority vote.

ARTICLE V

Section 1. The permanent committees of the Organization shall be:

a. **Conference Committee** shall provide recommendations to the Board on:

- Dates, plans, times of annual conference and quarterly meetings.
- Survey membership for topics, securing speakers.
- Mailers for conference.

Committee members will also set-up –break down conference, registration, etc., (anything involving the conference or quarterly meetings).

b. **Membership Committee** shall provide recommendations to the Board for:

- Recruiting and securing new members.
- Securing renewal form flyers.
- Getting former members to rejoin MAPP.
- Contact members to attend meetings.
- Re-energize organization.
- Recruitment from graduate schools.

c. **Legislation Committee** shall:

- Attend Board of Psychology meetings and report to the Board.
- Maintain ongoing contact with state/national legislators.
- Contact other state organizations at master licensed psychologists' levels.
- Monitor current legislation that would impact mental health in general and master licensed psychologists specifically.

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- d. **Finance Committee** will work closely with the Organization’s treasurer and provide to the Board of Directors recommendations on:
 - Budgetary issues.
 - Fundraising events.
 - Conference fees.
 - Annual Dues increases/collection.

Section 2. With the approval of the Board, the President may appoint special committees.

ARTICLE VI

Duties of Officers

Section 1. **The President**

- a. Presides at all meetings, general membership and the Board of Directors.
- b. Appoints all members of the permanent committees and designates the chairperson of each committee.
- c. Appoints and dissolves all special committees.
- d. Is an ex-officio member of all committees.
- e. Is the sole official spokesperson and representative to the Organization. The President may delegate others to act in this capacity.

Section 2. **The Vice President**

- a. Responsible for monitoring duties and responsibilities of committees described in Article V, Section 1 of the Bylaws.
- b. Assumes the responsibilities of the President in the case of absence, to fill the unexpired term of the vacated office of the president and then to fill the subsequent term as President, or whenever requested by the President.

Section 3. **The Secretary**

- a. Is responsible for documenting in writing all Board of Director meetings.
- b. Provides written copies of Board meeting minutes to all Board members for Board approval.

Section 4. **The Treasurer**

- a. Makes financial reports at all meetings of the Board of Directors and at the general membership meeting.
- b. Prepares an annual budget for approval by the Board of Directors

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- c. Manages the daily fiscal functions of the Organization and makes special disbursements with the authorization of the President.
- d. Works directly with the Finance Committee.

Section 5.

**Student Representative
(Ex-Officio & Non –Voting Board of Directors Student Representative)**

- a. It shall be the duty of the Student Representative of the Board of Directors to act as a liaison between the organization and student members, and to facilitate the recruitment of students for membership in the Organization.

ARTICLE VII

Dues

Section 1. The fiscal year of the Association shall extend from January 1st of each year through December 31st of that year.

Section 2.

- a. Each active regular and associate member shall pay annual Organization dues as established by the Finance Committee and approved by the Board of Directors.
- b. Each regular and association member's date of renewal for annual dues will be determined by the month in which their payment was received.

ARTICLE VIII

Upon the dissolution of this Organization, all remaining funds will be donated to a charity organization determined by the Board of Directors at that time.

ARTICLE IX

Meetings shall be conducted with the general principles of parliamentary procedure unless a majority of those both present and voting move to use formal meetings procedures thereby: current rules and regulations shall be used to govern the proceedings.

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ARTICLE X

Bylaw Revision

These bylaws may be amended, repealed or new Bylaws adopted, by not less than a two-thirds vote of the Board of Directors subject to all of the following:

- a. A proposed change in the Bylaws shall be introduced at one regularly scheduled meeting of the Board and not adopted until a second reading at a subsequent regularly scheduled meeting.

ARTICLE XI

Limitations

Section 1. The Organization is non-partisan.

Section 2. Any proposal to affiliate with any other association or organization shall be discussed fully by the Board of Directors. If approved by a least two-thirds of the responding membership, the affiliation's proposal is sent to the membership.

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