

CONSTITUTION OF COLLIN COUNTY PSYCHOLOGICAL ASSOCIATION

REVISED FEBRUARY 25, 2022

PREAMBLE:

With the overarching humanitarian goal of enhancing emotional wellbeing in our society, members of this Association will strive to support, enrich and advance the practice of psychology in Collin County and surrounding areas in a manner consistent with the scientific and ethical standards espoused by the profession, assist as appropriate in the education and training of psychologists, and encourage and participate in the dissemination of psychological knowledge and information for the benefit of the members of the Association and the community at large.

ARTICLE I: NAME

The name of this organization shall be the Collin County Psychological Association (CCPA).

ARTICLE II: ORGANIZATION

The articles of organization include the constitution and bylaws originally adopted in August 2005, hereby revised and adopted by the Collin County Psychological Association in December 2021. The Collin County Psychological Association (CCPA) shall be a 501(c)(6) business league. The fiscal year for the organization shall commence June 1st and end May 31st.

ARTICLE III: PURPOSE

The purpose of the Collin County Psychological Association shall be:

- To provide a forum for the discussion of topics of mutual interest and concern to psychologists in this area.
- To advance psychology as a science and as a means of promoting human well-being for the encouragement of psychology in all its branches in the broadest manner.
- To function as a liaison between the local area and Texas Psychological Association, and the American Psychological Association.
- To advocate for legislative change that promotes the objectives of the psychological community.

- To foster responsible community ties.
- To encourage constructive relationships with allied professions.
- To provide professional development to our members.

ARTICLE IV: ETHICAL STANDARDS

The ethical standards of the Association shall be the same as those of the American Psychological Association, including subsequent revisions thereto. All categories of membership, and all applicants for membership, are required to abide by the American Psychological Association's Code of Ethics, as well as the Rules and Regulations of the Texas State Board of Examiners of Psychologists, which is under the administration and enforcement of the Texas Behavioral Health Executive Council. All CCPA Members are encouraged to be Members of the American Psychological Association and the Texas Psychological Association.

ARTICLE V: MEMBERSHIP

Membership in this organization shall be made available without regard to race, religion, color, ethnicity, age, gender, creed, marital status, citizenship, national origin, sexual orientation, gender identity or disability. The organization shall have no rules or policies that discriminate based on any of these attributes. There shall be three classes of membership in this Association: Member, Associate Member, and Student Affiliate/Postdoc Member. (Refer to Bylaws, Article III for definitions of membership class.)

ARTICLE VI. GOVERNMENT

Section 1. CCPA will be governed primarily by the Constitution and Bylaws set forth in this document. Where it is not in conflict with the CCPA Constitution and Bylaws, Robert's Rules of Order, most current edition, shall be the procedural guidelines used during meetings. The President has authority to make final decisions, with the approval of the majority of the Executive Committee, with regard to parliamentary procedure.

Section 2. The Executive Committee, also called the Board, shall have the authority to conduct all business of the Association at its periodic meetings or through other means of contact. The Executive Committee may call an Annual Meeting or a business meeting of the Association at such times as it shall become necessary by announcement in the newsletter, e-mail, webpage, or other regular means of communication with the membership.

Section 3. The five officers of the Executive Committee shall be as follows: Past President, President, President-Elect, Secretary, and Treasurer. All officers shall be

elected from among the Members of the Association by a majority vote. Each officer must be a member of CCPA.

Section 4. Election and Terms of Office

- a. The Past President shall serve for a term of one year, and then exit the Executive Committee.
- b. The President shall serve for a term of one year, and then succeed to the office of Past President.
- c. The President-Elect shall serve for a term of one year and then succeed to the office of President.
- d. The Secretary and the Treasurer shall serve for terms of two years each and may not immediately succeed themselves in those offices. Each shall be elected every two years on a staggered basis. Upon expiration of a two-year term, if the positions are not filled, then the current officers may stay in their positions.

Section 5. The President shall have the power to form committees as needed with the approval of the Executive Committee. Some Committee Chair positions are defined within areas of responsibilities of specific Officers of the Executive Committee, while other Committee Chairs are appointed by the President from among the Members, with the consent of the Executive Committee. The President shall be an ex-officio member of all committees.

ARTICLE VII: MEETINGS & COMMUNICATIONS

Each June, the new Executive Committee, under the leadership of the new President, shall determine the schedule of meetings and the means of communicating with the membership.

ARTICLE VIII: QUORUM

A majority of the Executive Committee shall constitute a quorum, and a quorum is necessary to transact business. Only the five (5) officers may vote for purposes of defining a quorum. Each officer shall be entitled to one vote.

ARTICLE IX: AMENDMENTS

This Constitution may be amended via either a monthly meeting, a special meeting, mailing, e-mail, or other regular communication to the membership. Additionally, the Constitution may be amended along with the annual ballot to vote for new officers of the Executive Committee. A change in the Constitution requires the approval of at least three-fourths of members returning ballots; provided that no amendment shall be adopted at any meeting or other method unless all members who are in good standing have been furnished a copy of the proposed amendment at least thirty days in advance of the

deadline for voting. Amendments or other changes in the Constitution that are approved by three-fourths of members voting shall become effective thirty days following the adoption unless protests are received by the Secretary from one-fourth of the members of the Association. In this case, such action shall be revisited at the next announced business meeting of the Association or other means of communication, and if again approved by three-fourths majority of the members voting shall be final.

ARTICLE X: DISSOLUTION

In the case of the dissolution of CCPA, all remaining assets in the Association's financial accounts will be donated to the Texas Psychological Association (TPA).

BYLAWS OF COLLIN COUNTY PSYCHOLOGICAL ASSOCIATION

ARTICLE I: POLICIES

Section 1. As an organization, the Collin County Psychological Association (CCPA) shall be noncommercial, nonsectarian, and nonpartisan. The name of CCPA shall not be used to endorse or promote any commercial concern. The name cannot be used in connection with any partisan interest or for any purpose not appropriately related to the activities of CCPA. The organization shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 2. The CCPA Constitution and Bylaws shall be posted on the CCPA website along with URL links embedded within CCPA social media pages and newsletters.

Section 3. CCPA shall display a privacy policy on its website, social media accounts, and marketing materials. The privacy policy is as follows:

The personal information collected is only used by Collin County Psychological Association (CCPA). We do not share your information with any third parties. As mentioned above, we use your personal information to appropriately process your requests and present you with the information you need to access. If you have granted us the permission to, we can use your personal information in order to send you newsletters, with the intent of offering you the best service and experience possible. CCPA will not, in any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations or individuals, except when applicable by law. We do not sell, communicate or divulge your information to any mailing lists.

Section 4. CCPA's organizational structure shall facilitate the distribution of responsibilities and encourage participation of all members.

ARTICLE II: STRUCTURE OF THE ORGANIZATION

The Collin County Psychological Association is governed by the Executive Committee, also known as the Board. The Executive Committee consists of the five elected officers: Past President, President, President-Elect, Secretary, and Treasurer.

Section 1. The Past President shall serve for a period of one year following a term as President. The Past President shall serve as a member of the Executive Committee with the primary purpose of providing continuity in the administration of the Association, and in the case of death, incapacity, or resignation of the President, to assume the duties of the President until completion of the term. The Past President shall serve on the Finance Committee to ensure continuity. The Past President shall also keep the Constitution and Bylaws current and available to the membership.

Section 2. The President, having served previously as President-Elect, shall serve for a term of one year, and then succeed to the office of Past President. The President shall preside at all meetings, shall be the Chair of the Executive Committee, and shall perform all other usual duties of a presiding officer. The President shall not succeed

himself/herself in office. The President shall appoint all standing and ad hoc committee chairs as needed and shall be an ex-officio member of all standing committees. The President shall take responsibility for long-term storage of financial records, minutes, and other documents regarding events that occurred during his or her year as President for a period of 10 years. The President is responsible for supplying the agenda to each board member prior to the board meeting. The President shall confirm a quorum is present before conducting any business at any meeting of the association. The President shall be authorized to sign on bank accounts. The President shall call a meeting of the newly elected officers within 30 days after the election for the purpose of approving appointments. The President shall pass down all presidential materials to the next President in a timely manner.

Section 3. The President-Elect shall be elected for a term of one year and then succeed to the office of President. The President-Elect shall preside at meetings in the absence of the President. The President-Elect shall serve as an assistant to the President in order to facilitate the executive business of the Association and is a member of the Executive Committee. The President-Elect shall be authorized to sign on bank accounts. The President-Elect shall be responsible for planning programs for membership meetings and annual workshops. The President-Elect shall be elected annually, and in case of vacancy before the expiration of the term, a special election will be called.

Section 4. The Secretary shall be elected for a term of two years. During the term of office, the Secretary shall serve as a member and secretary of the Executive Committee, and as secretary to the meetings of the Association. It shall be the duty of the Secretary to keep the minutes of the meetings of the Association and of the Executive Committee, distribute the minutes from each meeting to the Board, assist the President as requested in preparing the agenda for business meetings of the Association and the Executive Committee, and inform the membership of actions taken by the Executive Committee. The Secretary shall issue notices of meetings and shall in general fulfill the functions of a secretary in responding to the needs of the Association's members. The Secretary shall communicate with the membership. The Secretary shall be responsible to store records and make records accessible to the Board. The Secretary shall transfer and give access to all documents, accounts, and processes to the next Secretary. The Secretary shall keep the Board roster current each year with all contact information. Should the Secretary resign or for any reason be unable to fulfill their term, that Office shall be filled through appointment by the Executive Committee.

Section 5. The Treasurer shall be elected for a term of two years. During the term, the Treasurer shall be a member of the Executive Committee, oversee custody of all funds and property of the Association, direct disbursements as provided under terms of these Bylaws, receive membership dues, monies raised for and dispersed to charity, and all other money due the Association, keep financial and membership records current, make a written report at each regular Executive Committee meeting, and submit an annual fiscal report to the Association Membership. The Treasurer shall be responsible for filing all state and federal required forms for 501(c)(6) business leagues and meet all mandated deadlines. The Treasurer shall be responsible to either provide the Executive Committee with all documents including income, expenditures, bank statements, receipts, budget,

and invoices. All financial records shall be kept up to date, stored in accordance with current means, and made easily accessible for inspection. When the fiscal year ends, all financial records shall be submitted to CCPA's contracted Certified Public Accountant for audit. The Treasurer must be available during the financial audit to answer any questions. Two authorized signatures shall be required on all checks that exceed \$250.00. If the treasurer needs to be reimbursed for expenses, the Treasurer may not be one of the signers on the check. The Treasurer shall assist the Executive Committee in the preparation of the annual budget. The Treasurer shall transfer access to all financial accounts and documents to the next Treasurer by June 15th. Should the Treasurer resign or for any reason be unable to fulfill their term, that Office shall be filled by appointment by the Executive Committee.

Section 6. Multiple representatives from the same household or family, regardless of family structure, may not hold separate Board positions.

Section 7. Members at Large are nominated by the incoming President and approved by vote of a quorum of the Executive Committee. This generally occurs at the beginning of the Presidential term. Additional members may be nominated as needed at the President's discretion and through the same process. Members at Large are encouraged to participate in discussions at meetings of the Executive Committee, but their attendance at Board Meetings is not required. Members at Large do not contribute to the creation of a quorum and they do not get to vote at board meetings.

Section 8. In matters of mutual concern, the Board will keep the Texas Psychological Association adequately informed of matters and actions affecting the interests and concerns of this Association.

Section 9. Resignation from the Board must be in writing and received by the Executive Committee.

Section 10. A Board member shall be removed from the Executive Committee for failure to perform duties. The officer may be dismissed by a majority vote of the remaining Board members, and the position will be filled as if the individual had resigned.

ARTICLE III: MEMBERSHIP & DUES

Section 1. New members and renewing members must apply for membership annually. All applications will be directed to the Membership Committee who, with the approval of the Executive Board, will have the authority to approve or reject applicants. Members will be expected to pay dues yearly. All members must be in good standing with the licensing board and other professional agencies to be approved for membership. All members will undergo verification of license status. Dues for all membership levels shall be considered and established by the Executive Committee for each upcoming year. Only members who have paid dues for the current membership year may participate in the business, benefits, and functions of the association including professional development.

- a. Members of this Association must hold at least a doctorate degree in psychology and be currently licensed as either a psychologist (LP) and/or specialist in school

- psychology (LSSP) by the Texas Behavioral Health Executive Council. Members shall be entitled to all rights and responsibilities of membership in the Association. Only members as defined in Section 1 may vote, be elected to the Executive Board or be appointed to Chair a Committee.
- b. Associate members shall be persons who do not meet criteria for membership but who hold a master's degree and are currently licensed as a Psychological Associate (LPA) and/or Specialist in School Psychology (LSSP) by the Texas Behavioral Health Executive Council. These individuals are interested in the organization and are supportive of its purposes. Associate members may not vote, hold office nor chair a committee, but shall be entitled to all rights and privileges of the Association not specifically denied them in these bylaws.
 - c. Student Affiliate/Postdoc members shall be graduate and undergraduate students enrolled at least half-time in a psychology degree program. Individuals who have completed a graduate degree in psychology and are in the process of completing their Postdoc hours while under supervision also qualify as Student Affiliates. Student affiliates/Postdoc members may neither vote, hold office, nor chair a committee but shall be entitled to all rights and privileges of the association not specifically denied them in these bylaws.

Section 2. Loss of Membership

A Member, Associate Member, or Student Affiliate may be dropped from membership in the Association under any of the following conditions:

- Failure to pay annual dues or special assessments by the second scheduled meeting following notification.
- Violation of ethical standards or standards of professional conduct resulting in expulsion from the relevant national or state professional organization, or suspension or revocation of professional license. The Executive Committee will review the facts of all cases and ultimately decide if a member is to be dropped. The Board's decision is final in these matters.

ARTICLE IV: COMMITTEES

Section 1. Some members of the Board will chair committees that are within the scope of their officer responsibilities. Other Committee Chairs are appointed by the President from among the Members. Committee Chairs who are not members of the Executive Committee are encouraged to attend Board meetings and to participate in the discussions but may not vote.

Section 2. There shall be three standing committees: Executive Committee, Finance Committee, and Membership Committee. Ad hoc committees may be formed to address additional issues. The President shall determine, with the assistance of the Board, the objectives, meetings, and action plans of the committees. All committee work must be presented to the Board for approval. The quorum of any committee shall be the majority

of its members. All committee members must return all materials pertaining to their position within a timely manner after exiting their office.

ARTICLE V: MEETINGS

Section 1. Executive Committee members are required to attend monthly meetings. Any Executive Committee member with less than 75% attendance of regularly scheduled monthly meetings in any one-year period (unless the absences are excused by the President) shall be brought to the attention of the Executive Committee for review and discussion about that member's continued participation on The Board.

Section 2. Special meetings of the Executive Committee may be called by the President or by a majority of the Board members.

Section 3. An Annual Meeting of the CCPA membership may be held in June, coinciding with the annual announcement of new officers, and the annual date for new and renewing membership applications.

Section 4. While distinctly different from meetings, social, networking, and charity events may be held throughout the year at the discretion of the Board. Dates for these events will be chosen to avoid conflicts with annual meetings of the American Psychological Association and Texas Psychological Association, as well as all major national and religious holidays.

ARTICLE VI: BUSINESS/FINANCIAL BUDGET

Section 1. CCPA fiscal year runs from June 1st through May 31st. All state and federal laws concerning 501(c)(6) business leagues, shall be followed and adhered to including annual IRS required tax filings, such as the 990-N and 1099 forms.

Section 2. The Association shall raise funds through annual membership dues, professional development fees, advertisements, and other various methods to support our mission.

Section 3. CCPA bank accounts shall have the President Elect, President, and Treasurer as signatories on the accounts. If reimbursements are due to either the President Elect, President, or Treasurer, then the person who is due the reimbursement may not be one of the signers on the check.

Section 4. The organization shall not use any EIN other than its own.

Section 5. For CCPA purchases made from businesses that offer accounts with special incentives, such as rewards, points, and cash back, CCPA shall establish accounts to obtain the benefits. At no time can a member benefit from purchases made on behalf of CCPA.

Section 6. No part of the net earnings of the organization shall benefit or be distributed to its Board, Members at Large, and general members except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. These

fees shall be determined, agreed upon, and approved by the Board members prior to services being rendered. Fees shall be written within a contract. Where applicable, contracts must be in place and IRS 1099 forms must be issued.

Section 7. Any purchases made on behalf of CCPA by members for special events, professional development training, and supplies should be made through CCPA accounts first/foremost. However, in cases when this is not possible, then reimbursements may be given when receipts are provided. Members must submit reimbursement requests before the end of the same fiscal year that the cost was incurred. Additionally, unopened and unused items shall be returned to places of purchase for refund by the purchaser. All refunded monies shall be returned to CCPA accounts.

Section 8. Any sale or donation of CCPA property (e.g., electronic equipment, computer bag, and projection screen) and collection of proceeds shall be managed, determined, and approved by vote of the Executive Committee.

Section 9. CCPA shall keep permanent records to efficiently establish gross income, receipts, and disbursements of the Association. The Treasurer shall prepare and present written monthly and yearly financial reports. Such books of accounts and records shall always be open to inspection by its members and for any external requests. Financial record storage, account information, and username/passwords shall be under the control of the Board members. Board members will take appropriate precautions to protect the security of all financial account information.

ARTICLE VII: ELECTIONS

1. The Nominations and Elections Committee shall be responsible for CCPA elections. The Committee shall be chaired by the CCPA President-Elect and shall consist of three (3) members appointed by the President with the approval of the Executive Committee.
2. No member of the Nominations and Elections Committee shall be a candidate for a CCPA office (President-Elect, Secretary, Treasurer).
3. No one may be a candidate simultaneously for more than one elective office on the CCPA Executive Committee.
4. A person who has held the office of CCPA President may again assume a board position after a minimum absence of one (1) year from the Executive Committee. An exception can be made if a board position cannot be filled.
5. All Executive Committee members shall be officially nominated in May. Elections shall be completed in May through a general vote by the members. New Executive Committee members shall be installed on June 1st.

6. The Nominations and Elections Committee shall:

- Be established by no later than April 1st.
- Contact voting members of the Association to solicit nominations for the offices of CCPA President-elect, Treasurer, and Secretary.
- Request eligible candidates to confirm in writing their willingness to serve in office.
- Identify at least two (2) candidates for each office and solicit candidates when necessary.
- Recommend candidates to the Executive Committee for approval.
- Send ballots to all voting members of the Association either electronically, by mail, or in person. Voting by proxy will not be allowed.
- Oversee tabulation of all votes, certify and report the results of the elections to The Board and the membership.

ARTICLE VIII: AMENDING THE BYLAWS

CCPA shall review and revise the Constitution and Bylaws periodically at the Board's discretion. The Bylaws may be amended via either a monthly meeting, a special meeting, mailing, e-mail, or other regular communication to the membership. Additionally, the Bylaws may be amended along with the annual ballot to vote for new officers of the Executive Committee. A change in the Bylaws requires the approval of at least 51% of members returning ballots; provided that no amendment shall be adopted at any meeting or other method unless all members who are in good standing have been furnished a copy of the proposed amendment at least thirty days in advance of the deadline for voting.

Amendments or other changes in the Bylaws that are approved by 51% of members voting shall become effective thirty days following the adoption unless protests are received by the Secretary from one-fourth of the members of the Association. In this case, such action shall be renewed at the next announced business meeting of the Association or other means of communication, and if again approved by 51% of the members voting shall be final.

ARTICLE IX: INDEMNIFICATION

Each individual who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal (hereinafter a "proceeding"), by reason of the fact that such individual is or was a director or officer of the Association will be indemnified and held harmless by the Association to the fullest extent authorized by the Association's insurance against such litigation, against

reasonable expenses, judgments, penalties, fines, and amounts paid in settlement incurred by such indemnitee in connection therewith and such indemnification will continue as to an indemnitee who has ceased to be a director or officer and will inure to the benefit of such indemnitee's heirs, executors and administrators. However, this indemnification will not apply if the Association or another director has filed suit against a director or officer. This indemnification will also not apply over or above any insurance coverage for such loss. In the event of a dispute with insurance regarding coverage, the Association will not pay any indemnification or defense. The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article are not exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the articles of the Association, agreement or vote of disinterested directors or otherwise. All indemnification under this paragraph is only to the fullest extent of and limited by the Association's insurance for this purpose.