

SOUTH CAROLINA PSYCHOLOGICAL ASSOCIATION BYLAWS

Adopted: October 1970

Revised: December 1978 Revised: December 1982 Revised: September 1985 Revised: May 1988 Revised: March 1991 Revised: March 1994 Revised:
January 1995

Revised: April 1999

Revised: April 2001

Revised: April 2003

Revised: December 2014

ARTICLE I NAME

The name of this Association shall be the SOUTH CAROLINA PSYCHOLOGICAL ASSOCIATION, INCORPORATED.

ARTICLE II PURPOSE

The purpose of the Association shall be:

- To advance psychology as a science, as a profession, and as a means of promoting Human welfare.
- To foster and maintain high standards of practice, teaching, and research in the field of psychology.
- To make available to the public information regarding psychology as a science and as a profession.

ARTICLE III MEMBERSHIP AND AFFILIATION

Section 1. Status

Members of the Association will be persons who meet the minimum standards for election to member status stated below and who apply in writing for membership and, upon acceptance to membership, remit dues for not less than one year.

- **FULL MEMBER:** Receipt of the doctoral degree in psychology from a regionally accredited institution with a minimum of 60 semester hours clearly psychological in nature or be a psychologist licensed by the state of South Carolina. In addition, anyone who is a member of APA or APS will be eligible for membership if they either reside in the state of South Carolina or are principally employed in the state of South Carolina.
- **ASSOCIATE MEMBER:** Receipt of a master's degree in psychology from a regionally accredited institution with a minimum of 24 semester hours of graduate work in courses clearly psychological in nature. Applications for Full and Associate membership will include evidence that the applicant is or has been engaged in study or professional work that is primarily psychological in nature.

Section 2. Affiliates

Affiliates are of two classes:

- Student Affiliates are graduate or undergraduate students majoring in psychology.

- Professional Affiliates are persons with a master's degree primarily psychological in content or with a bachelor's degree in psychology or are teachers of psychology in secondary schools or two-year colleges. Persons with an expressed interest in psychology may also be considered for membership under this category.

Section 3. Honorary/Emeritus

Honorary or Emeritus membership in the Association may be conferred upon worthy citizens or members of the profession of psychology by majority vote of the Executive Council. Honorary members are nonpsychologists, while Emeritus members must be psychologists. Unless otherwise specified, they will be afforded all the privileges of a member.

Section 4. Life Members

- Not Retired: a member of 5 years standing in SCPA who reaches the age of 65 and who is still receiving psychology income will be entitled to special dues consideration upon written request to the association.
- Retired: a member of 5 years standing in SCPA who reaches the age of 65 and who receives no income from psychology will be entitled to make only voluntary contributions to SCPA upon written request to the association.

Section 5. Sustaining Members

- Non-Licensed: Those non-licensed members who elect to offer support at a higher financial level as established by the association.
- Licensed: Those licensed professional members who elect to offer support at a higher financial level as established by the association.

Section 6. Institutional members

Schools, colleges, universities or other appropriate institutions involved in the teaching of and promotion of psychology. Faculty and students (otherwise qualified for membership) of member institutions may be eligible for special dues consideration.

Section 7. Out-of-State Members

Doctoral, associate or affiliate level psychologists who reside out of and who are principally employed out of South Carolina.

Section 8. Rights and Privileges

- Members, Associates, and Affiliates have all rights and privileges of the Association with the following exceptions: Affiliates do not vote, hold elective office, serve on the Committee on Ethics and professional Practice, or serve as chair of standing committees.
- Associates do not hold elective office or vote on changes or amendments to the Constitution or to the Bylaws of the Association, but may vote for elected officers.
- Out-of-State members are not eligible to hold elective office.

Section 9. Standards of Conduct

Members, Associates, and Affiliates shall be governed by the APA Ethical Standards for Psychologists and will be subject to censure or removal from membership or affiliation with the Association for conduct which tends to injure this Association or to affect adversely its reputation, or which is contrary to or destructive of its objectives.

Section 10. Relationship to Other Organizations

Membership in the South Carolina Psychological Association does not imply membership in APA/APS. Affiliation with the South Carolina Psychological Association does not imply membership therein.

Section 11. Relationship to Competence

Membership in the South Carolina Psychological Association is not to be construed as the establishment of scientific and professional competence for the practice of psychology where the member does not meet the standards for certification and licensure by the South Carolina Board of Examiners in Psychology. Any members who so hold themselves forth to the general public and/or to prospective employers will be subject to censure or removal from membership in the Association according to guidelines set forth in Article IV of the Bylaws.

Section 12. Organizational Affiliation

Organizations desiring to affiliate with SCPA will petition the Executive Council for affiliation. A statement of aims, a copy of the Constitution and Bylaws, and a list of officers and members shall accompany the petition. The Council is empowered to grant or deny such petitions. The South Carolina Psychological Association assumes no responsibility for the administration or financial affairs of an affiliated organization. At a business meeting, the membership will be advised of any petitions and action taken thereon. The Executive Council will determine what privileges of the Association shall be granted to organizations affiliating. These would include program time at the business meetings, newsletter coverage, relationships with the Council, or other privileges that may become evident. In the event that the Executive Council considers the affiliation of an organization is no longer in the best interest of SCPA, the Council may terminate the affiliation.

Section 13. Method of Admission

Eligibility to become a Full Member of the Association will be automatic if the applicant is a member in good standing of the APA, APS and / or Licensed by the state of South Carolina. No endorsement is required. All applications for membership will be submitted to the Central Office and be reviewed by the Executive Council. If an applicant is not a member of the APA, APS or is not licensed by the state of South Carolina, one endorsement from a member in good standing of SCPA is required on applications for Full or Associate status. Association staff will contact the endorser to verify endorsement.

After acceptance, the Central Office may so inform the applicant. Applicants denied membership may appeal to the Executive Council for reconsideration. Association staff will inform applicants of the decisions of the Executive Council with membership being confirmed upon payment of dues.

ARTICLE IV CHANGE IN MEMBERSHIP STATUS

Section 1. Application for Change

A change in membership status may be made by submitting evidence of qualification to the Central Office for review by the Executive Council.

Section 2. Withdrawal of Membership

Any member, associate, or affiliate may resign from the Association by submitting a letter of resignation to the Central Office. An individual who has resigned in good standing may be reinstated upon payment of current dues. Resignations and reinstatement will be reported to the Executive Council and noted in the minutes of the Council meeting at which the report was made.

Failure to pay dues by the close of the fiscal year shall be interpreted as withdrawal from membership. The individual may be reinstated by a request to the Central Office and payment of current year's dues.

Any member leaving South Carolina but desiring to retain ties with the Association, in absentia, may do so by paying non-resident dues as set by the Executive Council.

The Executive Council will not accept the resignation of a member from the Association while an ethical complaint against the member is under consideration by the Ethics Committee.

Section 3. Suspension of Membership

A member may be suspended by the Executive Council upon recommendation of the Ethics Committee. Suspension results in suspension of membership privileges. If renewal of membership falls within the suspension period, fees and dues are payable upon reinstatement.

Section 4. Expulsion or Discipline

The SCPA Executive Council may suspend or drop from membership or affiliation in the South Carolina Psychological Association any member, associate, or affiliate who engages in conduct which violates the APA Ethical Principles for Psychologists or which is contrary to or destructive of the Association's objectives. Behavior of a member, associate, or affiliate which may lead to such action by the SCPA Executive Council includes, but is not limited to, conviction of a felony, disciplinary actions by the South Carolina Board of Examiners in Psychology or by other state boards or professional associations, and false or fraudulent application for membership.

Section 5. Waiver of Membership Standards

The specific standards for different classes of membership may be waived upon recommendation of the Executive Council in special cases of people who have done outstanding work in related fields or who have otherwise made substantial contributions to the field of psychology.

ARTICLE V FEES AND DUES

Section 1. Dues

Dues for membership and affiliation will be paid annually by December 31. The amount of dues shall be established by the Executive Council. The fiscal year of the Association is January 1 to December 31.

Section 2. Special Assessments

Special assessments may be required, as determined by the Executive Council, for the Association.

Section 3. Exemption of Dues

In addition to Life Members, who may receive special dues consideration, Honorary or Emeritus members may be deemed exempt from dues as determined by action of the Executive Council.

ARTICLE VI

OFFICERS

Section 1. President

The President shall be a member of the association who has served as President-Elect the prior year and who takes office at the annual convention. The term shall be for one year. The President shall be the Chair of the Executive Council; serve as presiding officer at all meetings of the Association and Executive Council; appoint all committee chairs, except when otherwise specified in the Bylaws; appoint the newsletter editor, student representative, and the representative to the APA Council of Representatives; and be an advisory member to all Committees. The President is a member of the Finance and Personnel Committee. The President shall keep the President-Elect informed of relevant activities by periodic briefing and copies of pertinent correspondence where necessary, and perform such other duties of the office as authorized by the Executive Council. The President shall also be the person officially to represent the Association unless said President appoints someone else to be the official representative.

Section 2. President-Elect

The President-Elect shall be a member of the Association, elected by the voting membership of the Association who will take office at the annual convention. The term will be for one year.

The President - Elect shall perform such duties as the President may assign. In the event of the absence or disability of the President, the President-Elect shall have all the powers and duties of the President. The President -Elect is the chair of the Committee on Programs for the Association's annual convention. The President- Elect is a member of the Finance and Personnel Committee.

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. In the event that the President -Elect shall not be able to serve out the term as President or President -Elect, the Executive Council will designate an Interim President or Interim President-Elect and arrange that both a President and a President-Elect shall be nominated and elected at the time or the next scheduled election, to assume office immediately upon election. Anyone assuming the office of Interim President or Interim President-Elect shall resign from any other office held in the Association.

Section 3. Immediate Past President

The Immediate Past President shall assume office automatically upon completion of the term as President. It shall be the responsibility of the Immediate Past President to serve as chair of the Committee on Nominations and Elections, to pursue such special projects as designated by the President and the Executive Council, and to advise and assist the President as required.

In the event that the Immediate Past President cannot serve the complete term, the office shall be left vacant until the next President assumes the office. The President, in consultation with the Executive Council, shall appoint a person to chair the Committee on Nominations and Elections.

Section 4. Secretary

The Secretary shall be a member of the Association elected by the voting membership of the Association for a term of two years. The Secretary shall take office at the convention immediately following election. The Secretary shall keep a record of the proceedings of all Association and Executive Council meetings for distribution to all Executive Council members and committee chairs prior to upcoming meetings. The Secretary shall also perform other duties as specified by the President or Executive Council.

Section 5. Treasurer

The Treasurer shall be a member of the Association elected by the voting membership of the Association for a term of two years. The Treasurer shall take office at the annual convention immediately following election. The Treasurer will chair the Finance and Personnel Committee. The Treasurer shall be responsible for collection and disbursement for all funds of the Association pursuant to procedures prescribed by the Executive Council. These functions can be done in conjunction with the Executive Director who shall maintain records of all funds. A financial report shall be made to the Association at the annual business meeting, quarterly for the Executive Council, and at other reasonable times on the request of members of the Executive Council, auditors, or other authorized person.

Section 6. Members -at-Large

There shall be two Members-at-Large elected from among members of The Association who will be elected for two-year terms. These terms, however, will be staggered such that one Member-at-Large will be elected yearly. These individuals shall serve as conduits for ideas and suggestions from the membership. It shall be the responsibility of the Members-at-Large to represent the interests of the general membership of the Association and to perform such duties for the benefit and welfare of the Association as the President may assign.

Section 7. Replacement of Officers

If the Executive Council determines that an officer cannot complete the elected term, it shall appoint a successor to fill the unexpired term, unless otherwise specified in the Bylaws.

ARTICLE VII EXECUTIVE COUNCIL

Section 1. Composition

The elected officers of the Association as specified in Article VI and representatives from the SCPA divisions shall constitute an Executive Council. The President of the Association will serve as its chair, and the Association Secretary shall serve as the Council's Secretary. Other members of the Council will be: Past President, President Elect, Secretary, Treasurer, Members-at-Large, and division representatives. The Executive Director and the representative to the APA Council of Representatives will serve as non-voting members. All others attending Council meetings will be non-voting.

Section 2. Duties

The Executive Council is a deliberative and decision-making body responsible to the membership of the South Carolina Psychological Association. The Executive Council shall interpret the policies of the Association and act for the membership in conducting the business of the Association. The Executive Council is empowered to call special meetings of the membership, to poll the membership, or to make interim decisions when decisions are required in areas where policy has not been established. The Executive Council shall have full power and authority over the affairs and funds of the Association within the limits set by the Bylaws. The Executive Council shall transact business for the Association as specified in the Bylaws and shall make recommendations to the membership at the scheduled business meetings of the Association. The Executive Council cannot modify any action taken by the membership of the Association at a regular-scheduled or called meeting of the association.

Business shall be transacted by the Executive Council in the same manner as in business meetings of the Association. A quorum for conducting business at any meeting of the Executive Council shall be the presence of a majority of the members of Council, and decisions shall be majority vote of members present unless otherwise specified. All votes of the membership shall be decided by a simple majority unless otherwise specified in the Bylaws. Committees or officers shall propose; Executive Council or the membership shall dispose. A report of business transacted at Executive Council meetings shall be published in the newsletter and be presented at the business meetings of the Association. A written petition signed by ten percent of the membership in good standing can request a mail ballot of the total membership on any matter covered by the petition and not inconsistent with the Bylaws. The Executive Council will be bound by the results of the ballot.

Section 3. Meetings.

The Executive Council shall meet at the call of the chair or of any three members of the Council with such frequency as to conduct efficiently the business of the Association. Any SCPA member may attend except when Executive Session has been called.

Section 4. Executive Session

Executive Session may be called by a member of the Executive Council for the consideration of ethical violations or personnel matters. Attendance at Executive Session is limited to the Executive Council and other members who have been specifically invited.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Nominations Committee shall solicit nominations from the membership at least four months prior to the annual convention. One month shall be allowed for the return of nominations to the Nominations Committee. Considering the input from the membership, the committee shall attempt to select at least two nominees for each office.

Section 2. Elections

Not less than two months prior to the annual convention, the Association staff shall mail to all voting members of the Association the ballot of candidates for office who have signified willingness to serve if elected. Each eligible member shall be entitled to one vote. Association members may mail their ballots to the SCPA Central Office where they will be held for the Nominations Committee. Association members are required to place their signature on the ballot envelope to validate the vote. Thirty days will be allowed for the return of the ballots, after which time the election shall be closed.

In cases where there are more than two nominees, the nominee with the largest number of votes will be declared the winner. The membership will be informed of the results of the election.

ARTICLE IX MEETINGS

There shall be at least one annual meeting of the Association and such other meetings as determined by the Executive Council. The time and place of each meeting shall be proposed by the Program Committee and designated by the Executive Council.

ARTICLE X COMMITTEES

Section 1. Types of Committees

There shall be three types of committees:

- Standing Committees designated in the Bylaws of the Association.
- Ad Hoc Committees appointed by the President for the duration of the presidential term to address issues of emerging or continuing concern to the Association.
- Task Forces appointed by the President to address a specific task or project and disbanded at the completion of the assigned task.

Section 2. Instructions

a. Except for ex-officio members, the chair of each standing committee shall select the membership for the committee and report the names to the Association.

- b. Each standing committee shall develop, maintain, and adhere to a set of procedures which define its purpose, structure, objectives, responsibilities, membership, etc., subject to approval by the Executive Council.
- c. The first task of each standing committee shall be to develop a written statement of its objectives and priorities for the coming year and submit this report to the President.
- d. Each chair of a standing committee shall keep minutes and submit an annual summary of activities and accomplishments to the Executive Council.
- e. At each scheduled business meeting of the Association, each standing committee shall present a report of activities to the membership.
- f. Ad hoc committees and task forces will develop procedures or objectives as specified by their mandate.
- g. Ad hoc committees and task forces will submit progress reports on the specific task or project rather than minutes.

Section 3. Standing Committees and Their Charges

1. Finance and Personnel Committee. This committee is charged with developing a yearly budget of income and expenses, identifying a variety of sources of revenue to support the budget, and handling recommendations relative to the employment of Executive Director and other staff.
2. Committee on Ethics and Professional Practice. The purposes of this committee will be to contribute to maintaining the highest level of ethical conduct by psychologists by providing educational services to SCPA members and the public regarding ethical principles and practice. The SCPA Ethics Committee will consult on request with psychologists processing ethical questions regarding issues to be considered. The SCPA Ethics Committee may respond to inquiries from the public about the quality of psychological services by clarifying issues present in the question, by describing options possible in the situation, or by referring the consumer to a state board which has jurisdiction.
3. Committee on Peer Advocacy for Distressed and Impaired Psychologists. The purposes of this committee shall be to prevent impairment in members of SCPA, to educate psychologists regarding addiction and other processes leading to impairment, to advocate for impaired psychologists in order to help preserve careers and potential contribution to the public and to the field of psychology, to protect the public from the unethical or harmful practice of psychology, and to coordinate intervention procedures for distressed and impaired psychologists.
4. Committee on Membership. This committee will engage in activities that will promote membership in the Association, including the recruitment of members.
5. Committee on Legislation. This committee will monitor legislative issues pertinent to the membership and participate in the proposal and pursuit of legislative action as directed by the Executive Council.
6. Committee on Information and Public Relations. This committee will collect, compile, and disseminate to the Association and to the professional and lay public information about the Association, its members and the profession of psychology.
7. Committee on Nominations and Elections. This committee shall determine the offices of the Association to be filled, solicit from the membership nominations for such offices, and select nominees for each office.
8. Committee on Programs. This committee is responsible for planning and organizing the annual convention of the Association.
9. Committee on Continuing Education. This committee is responsible for developing opportunities for the members of the Association and others to obtain continuing education.
10. Committee on Academics. This committee will develop and promote programs of interest to faculty and students in academic environments.
11. Committee on Awards. This committee will determine the awards to be presented, solicit from the membership nominations for such awards, and determine award recipients.
12. Disaster Response Network Committee. As a means of promoting public welfare, this committee will foster high standards of practice in the provision of psychological services to victims of disasters. The committee will encourage members of SCPA to join SCPA's Disaster Response Network, formed in affiliation with the American Psychological Association and the American Red Cross. The committee will disseminate information to DRN members about opportunities to respond to disasters addressed by the APA and ARC. The committee will also serve to educate SCPA members about providing psychological services to victims of disasters.

Section 4. Ad Hoc Committees

Ad hoc committees deemed advisable to the proper functioning of the Association may be originated at the discretion of the President or Executive Council or be voted from the floor during any regular meeting of the Association. Such committees shall be appointed by the President with the approval of Executive Council and serve until disestablished by Executive Council action or terminated at the expiration of the term of office of the President who appointed them.

Section 5. Task Forces

Task forces are appointed to address a specific task or project and will remain constituted until such time as the task or project is completed.

ARTICLE XI APPOINTED POSITIONS

The President will appoint the following positions for one-year terms:

1. Newsletter Editor. The Editor will publish a newsletter at least four times a year to communicate to the membership activities of the Executive Council and the committees and other events of interest to psychologists in the state. The editor will select other Association members to assist as needed.
2. Graduate Student Representative. The student representative is charged with advocating for the students in psychology in South Carolina and with developing and maintaining relationships with student organizations where there are programs in psychology so that the interests and concerns of each can be conveyed to the Executive Council.
3. Special Representatives. When the Association deems it appropriate to identify a representative to another Organization, the appointment will be made in accordance with the rules specified by that Organization. When no such rules have been specified, the President will appoint the representative for a one year term.

ARTICLE XII FISCAL MATTERS

Section 1. Fiscal Year

The fiscal year of the Association shall be the calendar year from January through December 31.

Section 2. Funds

All funds of the Association shall be deposited in the Association accounts by staff of Central Office. Disbursements therefrom shall be under the regulation of the Executive Council.

ARTICLE XIII DIVISIONS

Section 1. Composition

The Association may have divisions to represent major areas of interest within the membership.

Section 2. Formation

The SCPA Executive Council or ten percent of the membership may petition SCPA to form a division. The Executive Council will assess and make recommendations on the proposed division, present the proposal to the membership of SCPA, and conduct the vote. A division will be accepted upon a majority vote of the Association.

Section 3. Principles of Operation

- a. Divisions will function to achieve objectives.
- b. Divisions shall not have the authority to act as a representative for SCPA. Actions and positions taken by the divisions must be presented to the Executive Council for approval.
- c. The Chair of each division will be appointed by the Executive Council and will be a voting member of the Executive Council of SCPA. Each division may have additional voting representation on the Executive Council as approved by the Executive Council.
- f. All division members must be members of SCPA.

ARTICLE XIV STAFF

The Executive Director of SCPA shall be a paid employee of the organization who manages the daily operations of the Association, coordinates activities of the Executive Council and various committees and the membership, and supervises all paid SCPA staff. The Executive Director shall be directly responsible to the Executive Council. The Council shall be responsible for all decisions concerning the conditions of employment, professional activities, and evaluation of the Executive Director.

ARTICLE XV AMENDMENT OF BYLAWS

Five members of the Association may propose amendments to the Bylaws by submitting the same in writing to the Central Office for consideration by the Executive Council.

The Executive Council shall submit its recommendations to the membership within four months of the receipt of the petition.

The proposed amendments shall be submitted to the entire voting membership by mail ballot and shall be adopted if approved by a 2/3 majority of the members responding within thirty days of the date of the mailing.

ARTICLE XVI

POLITICAL ACTION COMMITTEE

Section 1. Creation

The Executive Council does hereby create a committee which shall be known as the South Carolina Psychological Association Political Action Committee (hereinafter "PAC"). The PAC shall consist of five members as appointed by the President. Each PAC member shall serve for such length of time as determined by the President and may be removed, with or without cause, in the sole discretion of the President.

Section 2. Enabling Clause

The PAC is established to engage in political activities only in regard to state and local politics. The PAC shall not make any contribution, directly or indirectly, to any candidate for federal office in any primary, special, or general election, or make any expenditure whatsoever in any federal election. The PAC is not affiliated with any political party nor with any specific candidate for election and may, within the limits of all applicable law, including, without limitation, the Ethics, Government Accountability, and Campaign Reform Act of 1991, do all lawful things necessary or desirable for the attainment of any of its stated goals or purposes.

Section 3. Purpose

The PAC is established to promote and facilitate the accumulation of voluntary contributions from members of the Association and other entities and individuals, for the support of political parties and various candidates for election to any state or local office in South Carolina. The PAC is dedicated to the support of candidates who have taken responsible positions on issues involving economic and social questions of importance to the Association's members.

Section 4. Duration

The PAC shall have perpetual existence but may be dissolved at any time by the written direction of the Executive Council.

Section 5. Duties

The PAC shall receive and disburse funds contributed by the Association's members and others as provided hereinafter and shall properly prepare and timely file all such reports and returns with all governmental authorities as may be required by any applicable law.

Section 6. Separate Funds

A separate fund shall be created by the PAC in such form or forms as the PAC shall determine. This fund shall at all times remain segregated from the assets of the association. The PAC shall maintain and operate this fund and permit contributions to and make disbursements therefrom, only in accordance with these Bylaws and all applicable laws.

Section 7. Contribution

Contributions to the PAC shall be wholly voluntary, and no direct or indirect pressure or coercion shall be exerted on any association member or other person to induce or compel a contribution. No contribution shall be solicited or secured by job discrimination or financial reprisal, or the threat thereof, or as a condition of employment or membership.

The PAC shall accept only unrestricted contributions of not less than one dollar, in even dollar amounts, and no contribution shall be accepted which is earmarked for any political committee or candidate. Contributions shall be distributed by the PAC in accordance with the criteria set forth in Section 8. The PAC shall return to the donor any contribution which exceeds in amount the limits set by any applicable law.

PAC funds shall not be commingled with those of any individual or other organization nor shall they inure to the private

benefit of any member of the Association.

Section 8. Distribution

In determining how funds shall be distributed, the PAC shall consider the recommendation of knowledgeable persons and additional factors including, but not necessarily limited to, the following:

1. The integrity and character of the candidate.
2. Whether the candidate holds a leadership or policy-shaping position in a political party or on a legislative committee or is likely to hold such a position in the future.
3. The candidate's position and/or voting record on issues involving economic and
4. Social questions of importance to the members of the Association.
5. The nature and strength of the candidate's opposition in primary or general elections.
6. Other sources of financial assistance available to the candidate.

Section 9. Dissolution

The Executive Council may at any time dissolve the PAC by majority vote at any special or annual meeting of the Council. In the case of dissolution, the PAC funds shall, prior to dissolution be distributed by the PAC to candidates for election to state once in accordance with these Bylaws. AU documents necessary for dissolution may be executed by the President.