

**BYLAWS OF THE
NATIONAL COUNCIL OF SCHOOLS AND PROGRAMS
OF PROFESSIONAL PSYCHOLOGY**

(Revised May 3, 1999)
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(Revised June, 2008)
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ARTICLE I. Purpose

It shall be the purpose of the National Council of Schools and Programs of Professional Psychology to advance the development of the highest quality of graduate training in professional psychology. To that purpose of the Council shall:

- (1) Gather and disseminate information regarding schools and programs of professional psychology.
- (2) Develop standards for the education and training of professional psychologists.
- (3) Provide a forum for the exchange of information about the functioning of schools and programs of professional psychology.
- (4) Provide liaison with others involved in the education and training of professional psychologists.
- (5) Provide consultation on the development and maintenance of schools and programs of professional psychology.
- (6) Monitor and influence public policy with regard to the education and training of professional psychologists.
- (7) Foster research, development and application in appropriate areas of psychology and to the solution of significant problems of human welfare.
- (8) Develop quality assurance methods based on empirical evaluation.
- (9) Engage in other such conduct not inconsistent with those specified in (1) - (8).

ARTICLE II. Offices

The principal office of the - Council shall be located in the District of Columbia. The

Council may have other offices, either within or without the District of Columbia, as the Executive Committee may determine or as the affairs of the - Council may require from time to time.

The - Council shall have and continuously maintain in the District of Columbia a registered office, and a registered agent whose office is identical with such registered office, as required by the District of Columbia Non-Profit- Council Act. The registered office may be, but need not be, identical with the principal office in the District of Columbia, and the address of the registered office may be changed from time to time by the Executive Committee.

ARTICLE III. Members

Section 1. Classes of Members. The - Council shall have two classes of members. Membership shall be held by programs. Each program, by a procedure it adopts, shall designate at least two delegates from that program who shall represent the institution in any meeting of the - Council . In the absence of the designated delegates, the program may designate an alternate delegate(s) from that program who shall have all the rights and privileges of the designated delegates. Each program may increase its delegation to three if at least one delegate contributes to the ethnic/racial diversity of the meeting, or if such a delegate is unavailable, at least one contributes to gender diversity. Each program may increase its delegation to four, if at least one delegate contributes to ethnic/racial diversity and at least one other delegate contributes to gender diversity. The designation of each class of membership and rights of members of each class shall be as follows:

- a. Member. Any program in psychology which is primarily designed to produce doctoral-level practicing psychologists and is accredited by the American Psychological Association shall be eligible for election as a member.
- b. Associate Member. Any program within an institution with either provisional or full accreditation by a regional accrediting body recognized by the United States Department of Education which offers doctoral training in professional psychology but which is not accredited by the American Psychological Association shall be eligible for election as an Associate Member

Section 2. Observers. Any program or incorporated group in the process of developing an APA-or regionally accredited program of professional psychology shall be eligible for denomination as an Observer. An Observer shall not be a member of the Council At the discretion of the - Council , an Observer may attend - Council meetings and receive publications and other printed material. An Observer shall not be entitled to privileges of the floor nor shall an Observer be entitled to vote. An Observer shall not be eligible for election to the Executive Committee. An institution or group denominated as an Observer shall be assessed dues to be determined by the Executive Committee. The privileges of an Observer may be revoked by a majority vote of the Executive Committee.

Section 3. Elections of Members. All applicants for membership shall file with the Secretary/Treasurer or his or her designee a written application in such form as the Executive Committee shall from time to time determine. All applicants for membership shall be presented promptly, but not less than once a year, for consideration and investigation to the

Executive Committee. A majority affirmative vote, either at a meeting or by mail ballot, of the Council shall be required for election.

Section 4. Voting Rights. Each delegate of each Member program in attendance shall be entitled to one vote on each matter submitted to a vote of the Council and shall be eligible for election to the Executive Committee. No delegate from an Associate Member or Observer organization shall be entitled to vote nor shall be eligible for election to the Executive Committee. A delegate from an Associate Member or Observer program may serve on Committees of the - Council , if any, at the appointment of the Executive Committee.

Section 5. Termination of Membership. The Council, by affirmative vote of two-thirds of the delegates eligible to vote, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those delegates present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership. Any member shall notify the Secretary or his/her designee immediately when it no longer meets the qualifications of membership of its particular class.

Section 6. Resignation. Any member may resign by filing a written resignation with the Secretary/Treasurer or his/her designee , but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

Section 7. Reinstatement. Upon application by a former member filed with the Secretary/Treasurer or his/her designee , the Council may, by a majority vote affirmative vote of two-thirds of the delegates present at a meeting , reinstate such former member to membership upon such terms as the Council may deem appropriate.

Section 8. Transfer of Membership. Membership in this - Council is not transferable or assignable.

ARTICLE IV. Meetings of Members

Section 1. Annual Meetings. Two annual meetings of the members shall be held at a time designated by the Executive Committee. Unless scheduled otherwise through advance notice, ~~the~~ one Annual Meeting is held in conjunction with the annual convention of the American Psychological Association. A midwinter meeting is typically scheduled during the 3rd full week in January.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Executive Committee, or not less than one-tenth of the delegates having voting rights.

Section - 3 . Notice of Meetings. Notice of all membership meetings of the Council shall be published and sent to all members.

Section 4 . Quorum. No less than a majority of voting member programs shall constitute a quorum

Section 5 . Proxies. Vote by proxy shall not be allowed.

Section 6 . Manner of Acting. A majority of the votes by the members present is required to carry a motion unless a greater proportion is required by these Bylaws.

Section-7 . Voting by Mail. Where the Executive Committee shall so direct, any vote may be taken by a mail or email ballot.

ARTICLE V . Officers

Section 1. Officers. The officers of the - Council shall be a President, President-Elect, immediate Past-President, and Secretary/Treasurer, No two offices may be held simultaneously by the same person.

Section 2. Election and Term of Office. The officers shall be nominated and elected in accordance with the provisions of Article VI, Section 3. The term of office shall be one year, except for the Secretary/Treasurer and Chairpersons of the Ethnic/Racial Diversity, Women's Issues, Sexual Orientation and Gender Diversity Committee (SOGDC)s, and the Disability Committee who shall hold office for two years. There is no limit on how many terms one person may serve as Secretary/Treasurer. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified, any other provision of the Bylaws notwithstanding.

Section 3. Removal. Any officer may be removed by a two-thirds vote of the eligible delegates whenever in ~~its~~ their judgment and best interests of the - Council would be served thereby, but such removal shall be without prejudice of the contract rights, if any, of the officer so removed.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the majority vote of the delegates for the unexpired portion of the term.

Section 5. President. The President shall be the principal executive officer of the Council and shall in general supervise and control all of the business and affairs of the Council . S/he shall preside at all meetings of the members and of the Executive Committee. S/he may sign, with the Secretary/Treasurer or any other proper officer of the - Council authorized by the Executive Committee any deeds, mortgages, bonds, contracts, or other instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee or by these Bylaws or by statute to some other officer or agent of the - Council ; and in general S/he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Committee from time to time.

Section 6. President-Elect. In the absence of the President or in event of his/her inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such duties as from time to time may be

assigned to him/her by the President or by the Executive Committee.

Section 7. Past president The Past-President of the Council is the most recently retired President of the Council; shall serve as a member of the Executive Committee with the right to vote. The Past-President shall perform such duties as from time to time may be assigned to him/her by the President or by the Executive Committee.

Section-8 . Secretary/ The Secretary/Treasurer is the fiscal officer of the Council, and oversees the recording of the Council's business. The Secretary/Treasurer shall perform such duties as from time to time may be assigned to him/her by the President or by the Executive Committee. In the absence of the President or President-Elect, or their inability or refusal to act, the Secretary/Treasurer shall perform the duties of the President and when so acting shall have all the powers and be subject to the restrictions upon the President.

Section 9 . Compensation. Officers as such shall not receive any stated salaries for their services, but by resolution of the Executive Committee, reasonable expenses, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Officer from serving the - Council in any other capacity and receiving compensation therefore.

Section 10 . Term Sequencing. Persons elected as President shall go through the following sequence of offices: President-Elect, President, and Past-President.

ARTICLE V I . Executive Committee

Section 1. General Powers. The affairs of the Council shall be managed by its Executive Committee with authority and responsibility to act for the Council between Council meetings shall be reported to all members of the Council by the distribution of minutes of Executive committee meetings.

Section 2. Number, Tenure, and Qualifications. The number of Executive Committee members shall be eight including the President, President-Elect, immediate Past-President, Secretary/Treasurer, Chairperson of the Committee on Ethnic/Racial Diversity, Chairperson of the Committee on Women's Issues, Chairperson of the Sexual Orientation and Gender Diversity Committee (SOGDC) and Chairperson of the Disability Committee.

Section 3. The President-Elect and the Secretary/Treasurer shall be elected by mail ballot or by a secure online voting system which assures anonymity prior to the summer meeting, and shall assume their positions at the close of the meeting. A plurality of votes cast shall determine the outcome. In the event that there is a tie vote for a position, a run-off election shall be held between the candidates who are tied. The Ethnic/Racial Diversity Committee, the Committee on Women's Issues, the Sexual Orientation and Gender Diversity Committee (SOGDC) and the Disability Committee shall each elect a chairperson who will serve on the Executive Committee. Nominations for President-Elect and Secretary/Treasurer shall be solicited in a manner to be determined by the Executive Committee.

Section 4. Regular Meetings. The Executive Committee shall meet on the call of the President or of any three other officers and shall conduct such affairs of the Council between membership meetings as may be needed.

Section 5 . Quorum. A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee-

Section- 6 . Proxies. Proxy voting at any meeting of the Executive Committee shall not be permitted

Section 7 . Compensation. Executive Committee members as such shall not receive any stated salaries for their services.

ARTICLE VII. Standing Committees, Committees of the Executive Committee and Caucuses

Section 1 . Standing Committees. There shall be four standing committees of the organization; (1) The Committee on Ethnic/Racial Diversity, (2) The Committee on Women's Issues, (3) The Sexual Orientation and Gender Diversity Committee (SOGDC) and (4) The Disability Committee. The duties and responsibilities of these committees shall be designated by the Executive Committee. These committees elect their own chairpersons and vice-chairpersons who shall assume the position of the chairperson if that person is unable to complete his or her term of office.

Section 2 . Committees of the Executive Committee. The Executive Committee, may designate and appoint one or more committees, The Executive Committee may also establish ad hoc task groups to perform specified and time-limited operation- The Executive Committee may dissolve any committee of the Executive Committee.

Section 3 . Chairpersons of Committees of the Executive Committee. On an annual basis the Executive Committee appoints the chair and may appoint the membership of committees of the Executive Committee.

Section 4 . Rules. Each committee or caucus may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Executive Committee.

Section 5 . Caucuses. A caucus may be formed if delegates from five Member or Associate Member institutions identify themselves as such. A caucus elects its own chairperson. Within a year of formation, the caucus should request recognition from the Executive Committee by submitting a mission statement which is not inimical to the organization's purposes. The Executive Committee shall then review the request for recognition; recognition may be granted if the mission of the caucus is not inimical to the organization's goals. A recognized caucus may request meeting time and may have notices and minutes distributed.

ARTICLE VIII. Contracts, Checks, Deposits and Funds

Section 1. Contracts. The Executive Committee may authorize any officer or officers, of the - Council , o enter into any contract or execute and deliver any instrument in the name of and on behalf of the - Council–

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the - Council , shall be signed by such officer or officers, agent or agents of the– Council and in such manner as shall from time to time be determined by resolution of the Executive Committee. In the absence of such determination by the Executive Committee, such instruments shall be signed by the Secretary/Treasurer or by the President or President-Elect of the - Council .

Section 3. Deposits. All funds of the - Council shall be deposited from time to time to the credit of the - Council at such banks, trust companies or other depositories as the Executive Committee may select.

Section 4. Gifts. The Executive Committee may accept on behalf of the– Council any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Council .

Section 5. Funds. The Executive Committee shall seek to obtain such other funds as necessary to fulfill the goals of the– Council in accordance with its charitable, education, and scientific purposes.

Section 6. Budget. The Secretary/Treasurer of the Council shall develop a budget proposal each year. After approval by the Executive Committee, the proposal will be submitted to the membership for adoption at each summer meeting.

Section 7. Diversity Scholarship. The NCSPP Diversity Scholarship is available to individuals to attend the Mid-Winter Conference from full and associate member schools and programs that are dedicated to training culturally responsive psychologists, and to sending delegates or faculty (1) who demonstrate a commitment to promoting diversity, and (2) who would not otherwise be selected to attend the Mid-Winter Conference. Scholarships may be awarded to ensure that delegates reflect a wide range of diverse identities, beliefs, and demographic characteristics, including, but not limited to, differences based on age, race, ethnicity, national origin, language, religion/spirituality, disability and health status, sexual and gender minority status, and socioeconomic status

ARTICLE I X. Books and Records

The - Council shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its membership, Executive Committee and committees having any of the authority of the Executive Committee, and shall keep at its central office a record giving the names and addresses of the members entitled to vote. All books and records of the - Council may be inspected by any member, or his/her agent or

attorney, for any proper purpose at any reasonable time.

ARTICLE X. Publications

The - Council , by a majority vote of the Executive Committee, may establish and publish periodicals and other publications devoted to the dissemination of scientific and educational materials consistent with the purposes of the-Council .

ARTICLE XI. Fiscal Year

The fiscal year of the - Council shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XII. Dues

Section 1. Annual Dues. The Executive Committee may determine from time to time the amount of initiation fee, if any, and annual dues payable to the- Council by members of each class.

Section 2. Payment of Dues. A member shall pay dues for the entire membership year in which membership starts, except that Members admitted after July 1st shall pay one half the annual dues for that year.

Section 3. Default and Termination of Membership. When any member shall be in default in payment of dues for a period of twelve months from the beginning of the fiscal year or period for which such dues became payable, membership may thereupon be terminated by the Executive Committee. This section shall not prohibit the Council from immediately terminating subscriptions to its publications when a member has not paid dues on the date prescribed in these Bylaws.

ARTICLE XIII . Rules of Council

For all matters not covered in these Bylaws, policies and procedures as specified in the latest edition of Robert's Rules of Order as published by Scott, Foresman & Co. shall govern the activities of the - Council .

ARTICLE X I V. Amendments to Bylaws

Proposed amendments may be submitted for consideration at any regular or pecial meeting of the Council by mail or email ballot. A pro and con statement for each proposed amendment to the Bylaws may be provided with the ballot as available. A two-thirds vote of the Council membership voting is required for adoption of amendments to the Bylaws.

ARTICLE X. Effective Date

These Bylaws shall become effective on February 23, 1985.

ARTICLE X VI: Indemnification

Directors and officers of the- Council shall not be liable to the Council or its members for money damages. The purpose of this limitation of liability is to limit the liability of directors and officers of this - Council to the maximum extent permitted under District of Columbia law. This limitation on liability shall apply to events occurring at the time a person serves as a director or officer of the - Council whether or not such person is a director or officer at the time of any proceeding in which liability is asserted.

To the maximum extent permitted by District of Columbia law, the - Council shall indemnify its currently acting and its former directors against any and all liabilities and expenses incurred in connection with their services in such capacities, and shall indemnify its currently acting and its former officers to the fullest extent that indemnification shall be provided to directors, and shall indemnify, to the same extent, persons who serve and have served, at its request as a director, officer, employee or agent of another - Council . The - Council shall advance expenses to its directors and officers and the other persons referred to above to the extent permitted by District of Columbia law. This indemnification of directors and officers shall also apply to directors and officers who are also employees, in their capacity as employees. The Board of Directors, via bylaw, resolution or agreement, may make further provision(s) for indemnification of employees and agents to the extent permitted by District of Columbia law.