

# **By-Laws of the Latino Psychological Association of New Jersey**

## **ARTICLE I**

The name of the organization shall be The Latino Psychological Association of New Jersey, hereinafter referred to as the Association.

## **ARTICLE II**

The purpose of this Association shall be to serve as an advocacy group with regard to the education of psychologists and other mental health professionals in the advancement of psychological research, training and treatment relevant to Latinos in the State of New Jersey.

## **ARTICLE III-MEMBERSHIP**

1. The Association shall consist of 3 classes of members: Full Member, Affiliate, and Student.
2. The minimum standards for member status shall be (a) Full Member: Any individual who possesses a bachelors, masters or doctoral degree in psychology and is committed to advancing the field of Latino psychology. Full Members may vote on all matters and hold certain offices. Doctoral-level members and master-level members with three years of board experience may serve as president-elect, president or past-president; (b) Affiliate: Any individual who is committed to advancing the field of Latino psychology, but who does not meet the requirements for Full Membership (e.g., MSW, M.D., LPC, R.N.) Affiliate members enjoy all the benefits of full membership except the right to vote in general elections and the right to be an officer; (c) Student: Any individual currently enrolled in an undergraduate or graduate program in psychology or a related discipline and who is committed to advancing the field of Latino psychology. Undergraduate student members may neither vote nor hold office, but may serve on committees, while graduate students may vote and hold certain offices.
3. All members shall be endorsed by a current member of the association or submit appropriate documentation as specified in the application.
4. Honorary Life Members may be named by the Executive Board. This honor shall be bestowed only upon persons who do not hold eligibility for any regular membership category. They are not members of the Association and shall not represent themselves as such, but shall receive all general communications of the Association and may attend all meetings as guests of the Association.
5. A member may be dropped from membership for conduct which in any way is unethical or tends to injure the Association or to adversely affect its reputation, or which is contrary to, or destructive of its objectives. Charges of ethical misconduct shall be investigated and processed by the Ethics Committee and recommendations shall be made to the Executive Board.
6. Non-payment of dues by designated deadline will result in termination of membership. Such members may be reinstated by vote of the Executive Board after payment of an administrative fee and the current year's dues.
7. If a member is unable to earn a normal living in his/her profession because of disability, unemployment or extreme hardship, the Executive Board may reduce or waive payment of dues. The Executive Board shall review each such case annually upon the assessment of the dues for the coming year.

#### **ARTICLE IV-DUES**

1. Dues, and any changes in dues, shall be proposed by the Executive Board whenever necessary and shall be voted upon in the same manner as provided for the amending of these By-Laws.
2. Honorary Life Members are exempt from dues. On request, the Executive Board may reduce the annual dues of a member who has fully retired from professional employment and who, at the time of retirement, was a member in good standing of the Association.
3. A new member must validate membership by the payment of dues.

#### **ARTICLE V-CONTENT & CONDUCT OF MEETINGS**

1. The conduct of the Executive Board and general membership meetings shall be in accordance with Robert's Rules of Order.
2. The order of business shall be that which is customary to good parliamentary procedures.
3. At the discretion of the Executive Board, when a significant issue is to be presented at the general membership meeting, the nature of the issue will be announced by regular mail and/or electronic mail to the membership at least ten days in advance of the business meeting.

#### **ARTICLE VI-QUORUM**

1. The voting members present at a regular business meeting of the general membership shall constitute a quorum for the transaction of business. If those present constitute less than one-fourth of the voting membership, any action taken at such a meeting could be presented for reconsideration by regular or electronic mail ballot to the voting membership providing there is a written request to the Executive Board by at least five percent of the voting membership within thirty days following the meeting.
2. A simple majority of the Executive Board shall constitute a quorum for the transaction of its business. In exceptional circumstances, where a simple majority is not reached, those present may review the items on the agenda and make recommendations to the Executive Board via electronic mail.

#### **ARTICLE VII- AFFILIATE GROUPS**

1. The Executive Board shall have the authority to affiliate with other organizations. Such a group may be a regional or special interest group which must have a minimum of thirty members, one-fourth of whom must be voting members of the association.

#### **ARTICLE VIII-AMENDMENTS**

1. The By-Laws may be amended (a) at a regular business meeting of the general membership by a favorable two-thirds vote of the voting members present, providing written notice of such amendments shall have been mailed to all members at least ten days prior to the meeting, or (b) by mail ballot provided a favorable vote is received from two-thirds of the respondents within thirty days of the date of the mailing to the voting members.

#### **ARTICLE IX-OFFICERS**

1. The officers of LPANJ shall be: President-Elect, President, Immediate Past-President, Secretary and Treasurer. The President-Elect, President and Past President shall each serve a 1-year term and the secretary and treasurer shall each serve 2-year terms. Should a vacancy occur, the President shall appoint an interim officer with approval of the board.
2. The Executive Board shall consist of the Officers, plus 2 members-at-large. The Members-At-Large shall each serve a 1-year term.
3. If it is determined that an officer is not performing the basic duties of his/her office, he/she may be removed from his/her office by a unanimous vote of the remaining Executive Board members.

## **ARTICLE X- ELECTION OF OFFICERS**

1. A slate of candidates for elective office shall be prepared by the Elections Committee for the review of the Executive Board at its September meeting and mailed to the voting membership no later than October 1st. Every effort will be made to secure two nominees for every office on the slate, and two nominees for each Member-at-Large position to be filled. In the event the Elections Committee is unable to recruit two candidates for each open seat, one candidate and a write-in option will be available.
2. No name shall appear on the ballot for more than one office. The Elections Committee shall include any eligible member on its slate (eligible is here defined as an association member in good standing for 1 year or more.) Doctoral-level members and master-level members with three years of board experience may serve as president-elect, president or past-president.
3. The Elections Committee will disseminate the ballot to the general membership.
4. The Elections Committee shall forward the results to the executive board and the results will be announced to the general membership no later than December 15.
5. The Election Committee members shall be the past president and two association members.
6. No members of the Election Committee shall be a candidate for office.

## **ARTICLE XI-COMMITTEES**

1. The Executive Board shall provide for the following standing committees: Ethics, Finance, Membership, Elections, Program, and Publications.
2. The *APA Ethical Principles of Psychologists* are the Ethical Principles of the Association. The Ethics Committee shall receive, investigate, and resolve complaints of unethical conduct of members; and shall keep information confidential in accordance with its Rules and Procedures.
3. The Finance Committee shall be responsible for the development of the annual budget. Members shall be the President, President-Elect, and the Treasurer, who shall serve as chair.
4. The President shall appoint all committee chairs, subject to the approval of the Executive Board. Any chair of any committee may be suspended or removed by a majority vote of the Executive Board, with or without cause.