

BAPIC Bylaws (8.08.12)

Article I: Name

The name of this organization is the Bay Area Practicum Information Collaborative (BAPIC).

Article II: Mission

The organization's Mission is to advance the quality of doctoral level practicum training in clinical psychology in the San Francisco Bay Area through uniform application, selection, and other procedures, increased communication, collaboration, and sharing of best practices between academic programs, training sites, and students.

Article III: Membership

Membership: There are two classes of Membership: (1) Academic Doctoral Programs, represented by Training Directors or their designate; and (2) Practicum Sites that are affiliated with [and approved by] member academic programs, represented by Site Directors or equivalents.

Section 1. Qualifications for Doctoral Program Membership

- The program must be currently regionally accredited in clinical, counseling, or educational psychology
- The program must contribute new placements at approved sites commensurate with the expected amount of the program's practicum placement needs
- The program must agree to uphold and advance the BAPIC Mission and procedures
- The program must contribute to the ongoing development and functioning of BAPIC, including resources, dues , participation as deemed necessary by the Board of Directors or membership vote
- New doctoral programs must be approved with a seventy-five percent vote of the Board of Directors to be accepted for membership

Section 2. Qualifications for Training Site Membership

- The site must have an organized supervised professional experience for clinical psychology trainees at the practicum level
- The site must have a formal affiliation with and approval by at least one Member doctoral program
- The site must complete and annually update the BAPIC Directory agency profile
- The site must agree to uphold and advance the BAPIC Mission and procedures
- The program must contribute to the ongoing development and functioning of BAPIC, including resources, dues , participation as deemed necessary by the Board of Directors or membership vote

Article IV: Voting

Member Programs and Sites may designate one lead delegate each to retain voting privileges for all matters of organizational business including elections. Lead delegates must be academic Training Directors or their equivalent or training site directors or supervisors.

Article V: Board of Directors

Section 1. The Board of Directors will be comprised of member doctoral program representatives, four training agency representatives, and two non-voting student representatives from member doctoral programs.

Section 2. Board of Directors Nominations, Elections and Term Limits

Doctoral Program representatives will be designated by the member doctoral program and will be an ongoing seat with no term requirements or limits. There are no elections for Doctoral Program representatives.

Training Site representatives will be nominated by the membership at large. Self-nominations are encouraged.

Student representatives will be nominated by member doctoral programs and voted in by the Board of Directors, with a majority vote. Two members may be nominated by two designated doctoral programs each year. Doctoral programs are designated on a rotating basis. Student representatives will be non-voting members of the Board.

Training Site elections: The nominee list will be distributed to the full membership for vote via e-mail or other electronic voting procedure. The agency representatives with the most votes, out of the total votes submitted, will fill the four agency positions. Nominations for all agency board positions will take place at or near the spring board meeting, with votes taking place by not later than July 1st. Terms are from August 1st through July 31st.

Training Site representative terms will be one year, renewable up to four terms. After four terms, agency representatives must wait at least two years before being eligible for reelection. Only one representative per training agency will be permitted.

Student representative terms will be for one year, not renewable. Students must be in at least their second year or beyond of their program for the term they will be serving.

Election Challenge: Any member of the organization may challenge the results of the election within 10 business days of the results being published, after which the ballots shall be destroyed.

Article VI: Officers

Officers: The organization is directed by the Executive Committee, which is comprised of (1) Chair, (2) Past Chair, (3) Chair Elect, (4) Secretary/Treasurer, and (5) Chairs of standing committees. The Chair, Chair Elect, Past Chair and Student Member hold one year terms. The Secretary/Treasurer holds a two-year term. Executive Committee members may not hold two Executive Committee offices.

Section 1. Officer Duties

Chair: The Chair shall be the principal officer of the Executive Committee and shall in general supervise all of the business and affairs of that committee. The Chair shall preside at all meetings of the membership and in general performs all duties incident to the office of Chair.

Chair Elect: In the absence of the Chair or in the event of the Chair's inability to act, the Chair Elect shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Chair Elect coordinates and oversees elections and performs other duties assigned by the Chair or by the organization.

Past Chair: In the absence of the Chair or Chair Elect's inability to act, the Past Chair shall perform the duties of the Chair as described above. The Past Chair serves in an advisory capacity to the Executive Committee and performs other duties assigned by the Chair or by the organization.

Secretary/Treasurer: The Secretary shall take minutes at all organization meetings, manage the organization's finances, and perform other duties assigned by the Chair or by the organization.

Student: The Student shall represent student interests by organizing and/or leading student task forces, committees, e-trees and other means as assigned by the Chair and Executive Committee.

Chairpersons of Committees of the Executive Committee: Chairs of standing committees shall serve as members of the Executive Committee and perform other duties assigned by the Chair or by the organization.

Section 2. Officer Nominations

Any Board Member may be nominated for Executive Committee positions by any member of the organization. Self-nominations are encouraged. Nominees may accept or decline the nomination. Nominations are conducted by secret ballot. Proxy nominations by ballot must be submitted to the Chair Elect prior to the meeting during which the nomination process is held. The Chair Elect shall contact the nominees to determine whether they accept or decline. In the event all nominees decline the nomination, the nomination process shall be repeated. Nominations for all Executive Committee positions will take place at or near the spring board meeting, with votes taking place by not later than July 1st. Terms are from August 1st through July 31st.

Section 3. **Officer Elections**

The Chair Elect shall coordinate annual elections, which shall be held by secret ballot. Proxy votes by ballot must be submitted to the Chair Elect prior to the meeting during which the election is held. Elections will be held at final spring meeting prior to the August 1st term beginning. Only those present are allowed to vote. Terms will be from August 1st-July 31st.

Section 4. **Officer Vacancies**

Should the Chair be unable or unwilling to complete her or his term of office, the Chair Elect will become the Chair for the remainder of the term of office and will assume the rightful position as Chair in the subsequent term of office. The Board will select an Interim Chair at the earliest possible time. The new Chair Elect will serve out the remaining term and then assume the rightful position as Chair in the subsequent term of office. If the Past Chair is unable or unwilling to complete their term of office, the position will remain vacant until it is assumed by the Chair the following year. If the Chair Elect is unable or unwilling to complete their term of office, then the Chair will select an Interim Chair Elect at the earliest possible time who will serve out the remaining term and may run for election to the rightful position as Chair in the subsequent annual election. If the Secretary is unable or unwilling to complete her or his term of office, the Chair shall appoint an Interim Secretary/Treasurer who will serve out the remaining term and may run for election to the rightful position as Secretary/Treasurer in the subsequent annual election. If a Committee Chair is unable or unwilling to fulfill her or his responsibilities, the Executive Committee shall appoint a new Chair.

Section 5. **Compensation**

Executive Committee members as such shall not receive any form of compensation for their services.

ARTICLE VII. Standing Committees, Committees of the Executive Committee

Section 1 . Standing Committees. Standing committees of the organization may be formed, as needed. Examples of these might be a Committee on Ethnic/Racial Diversity, or a Practicum Standards Committee, etc. 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 operations. 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 may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Executive Committee.

ARTICLE VIII: Meetings of Members

Section 1. Meetings. Quarterly annual meetings of the members shall be held at a time designated by the Executive Committee.

Section 2. Special Meetings. Special meetings of the members may be called by the Chair, 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 sent electronically to all members.

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

Section 5. Proxies. On all matters scheduled for voting, including elections for office, the opportunity for proxy vote shall be extended to lead delegates.

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 IX: Parliamentary Authority/Rules of Operation

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the organization and its committees, in all cases to which these rules are applicable and in which they are not inconsistent with the by-laws of this organization. A two thirds majority vote of the full membership is required to amend organization bylaws. Voting may take place via email or other electronic voting procedures. A majority of all those present at a meeting is required to amend organization guidelines and procedures. This vote shall be calculated by counting lead delegates present and voting.

Article X: Minutes

The Secretary/Treasurer will keep the minutes for each scheduled meeting of the organization. Electronic copies of minutes shall be posted on the organization's website and sent to participating academic and training site programs within one (1) month of the meeting. Proposed changes to the minutes must be forwarded to the Secretary prior to the following meeting during which such changes will be discussed and the minutes shall be approved.

Article XI: Amendments to Bylaws

These bylaws will be reviewed for revision every two years. Proposed amendments may be submitted for consideration at any regular or special meeting of the BAPIC or by mail ballot. All proposals for amendments must be submitted to voting members at least 30 days before the ballot is taken. A pro and con statement for each proposed amendment to the Bylaws may be provided with the ballot as available. A two-thirds vote by the voting members of the Board membership is required for adoption of amendments to the Bylaws.

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 BAPIC 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 twenty-four 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 Board from immediately terminating subscriptions to its publications when a member has not paid dues on the date prescribed in these Bylaws.

Article XIII: Fiscal Year

The fiscal year of the Board shall begin on the first day of August and end on the last day of July in each year.

Article XIV: Termination of Membership

BAPIC, 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.

ARTICLE XV. Publications

BAPIC , 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 BAPIC.

Article XVI: Effective Date

These Bylaws shall become effective on August 12, 2011.