**By - Laws**

**of the**

# **Iowa Psychological Association**

**Revised October 2024**

**CONSTITUTION AND BY-LAWS[1]**

**Article I - Name**

 The name of the Association shall be the Iowa Psychological Association.

**Article II - Purpose**

 The purpose of the Association shall be to advance psychology as a science and as a profession.

**Article III - Membership**

1. The Association shall consist of three classes of members: Members, Associates and Student Affiliates. These individuals shall at the time of their application for membership reside in, be employed in, or have psychological, professional, academic or research activity in the State of Iowa. Members may be permitted to retain their membership in the Association after leaving the state by payment of annual dues, or may upon application be permitted to change to an Associate membership status.

2. Members of the Association shall be persons who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. Such Members shall be entitled to the rights and privileges of the Association without restriction.

3. The minimum standard for election to Member status shall be eligibility for Member status in the American Psychological Association (APA). (The minimum requirement for member status in APA is the receipt of a doctoral degree from a program primarily psychological in content. The doctoral degree must have been conferred by a graduate or professional school that is regionally accredited or that has achieved such accreditation within five years of the granting of the doctoral degree or that is of equivalent standing outside the United States.) Candidates for Member status shall be engaged in study or professional work that is primarily psychological in nature. Any individual licensed to practice psychology by the Iowa licensing board is eligible for Member status.

4. Full members of IPA who are at least 65 years of age and currently have an inactive license, are no longer employed in the field of psychology, or are not licensed may be granted lifetime member status if they have been a full member of IPA in good standing for a minimum of 5 years and they have notified the Executive Director or Membership Committee of eligibility. They will pay no annual dues. A full member who is at least 65 years of age and a member in good standing for a minimum of 5 years, and currently maintains an active license will no longer be required to pay assessments for advocacy. Both forms of membership would retain all the rights of full members.

The Membership Committee, in special cases, may recommend to the Executive Council to waive certain requirements specified for lifetime membership on the basis of financial hardship, extended illness, or other time-limited circumstances.

5. Full members of IPA who are within three years of receiving their doctorate will be considered Early Career Psychologists and will pay adjusted annual dues for the first 3 years of their membership. Once they have reached their fourth year, they will pay full membership dues.

6. Full members of IPA who are engaged in teaching, research, or administration at an academic institution, and do not engage in the practice of psychology outside their academic responsibilities and who provide documentation of membership in another professional organization dedicated to psychology will qualify for a reduction in dues.

7. Associates shall be persons eligible for Associate member status according to APA bylaws: having completed at least two years of graduate work or a master’s degree in psychology from a regionally accredited graduate of professional school and/or membership in National Association of School Psychologists. IPA members in good standing who move out of state and no longer receive any income from the practice of psychology in Iowa may apply for, and receive, a change to Associate member status. Associate members may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically denied them in these Bylaws. Associates shall achieve voting privileges after five consecutive years in the status of Associate membership. Candidates for Associate status shall be engaged in professional work that is primarily psychological in nature

8. The Membership Committee, in special cases, may waive the requirements for membership for persons of distinction in fields other than psychology.

9. Student Affiliate membership is available to students who are enrolled in a psychology program at a regionally accredited college or University and who do not derive any income from applied psychological activities, except stipends and other awards provided by the degree program. Student Affiliate voting is restricted to electing the Student Representative, whose only voting role is within the Executive Council. Student Affiliates may not otherwise vote or hold office, but they have all other rights and privileges of membership, including serving on committees.

10. Present full membership in the American Psychological Association shall qualify an applicant for automatic acceptance to membership in the Iowa Psychological Association for anyone making written application and payment of dues if the applicant has no ethical or licensure cases pending against them.

11. Applicants shall apply for the highest category of membership for which they are eligible.

12. Membership renewals occur by January 31 each year. New applicants approved for membership and paying their application dues on or after September 1 will not be required to participate in the renewal cycle in the January immediately following their join date and will remain active through the next January.

13. A Member or Associate may be dropped from membership for conduct which violates the Ethical Principles of the American Psychological Association, which may injure the Iowa Psychological Association or adversely affect its reputation, or which is contrary to or destructive to its objectives. Charges of injurious conduct shall not be entertained against a member unless the precise nature of the charges are submitted to the Executive Council. In matters other than conviction of a felony involving harm to others, the individual has a right to speak on their own behalf to the Executive Council, and a three-fourths vote of the Executive Council shall be necessary to revoke the person’s membership. In cases of conviction for a felony involving harm to others, the Executive Council shall be empowered to immediately revoke the person’s membership.

14. All present Members, Associates, and Affiliates of the Association shall retain their status following the effective date of this bylaw.

15. The effective date for implementation of these requirements shall be January 1, 2025. All applications for Membership, Associate, and Student Affiliate status after this effective date will be evaluated against the criteria listed in this bylaw.

**Article IV - Officers and Executive Council**

1. There shall be the following Officers of the Association and their duties shall be summarized as stated:

a. A President, who shall preside at all meetings of the Association and the Executive Council, represent and have the power to appoint others to represent the Association when such representation is deemed appropriate, appoint all standing and special committees and exercise supervision over the affairs of the Association. The President shall sign, with the treasurer or any other proper officer of the corporation authorized by the Executive Council, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Council has authorized to be executed. The President shall, in general, perform all duties incident to the office of the President and such other duties as may be prescribed by the Association or the Executive Council from time to time.

b. A President-Elect, who shall serve in a leadership role in collaboration with the President and Past President and, in the absence of the President, assume the duties of the President in the activities of the organization.

c. A Past President, who immediately upon completing their presidential term shall serve in a continued leadership role in collaboration with the President and President-elect.

d. A Recording Secretary, who shall keep electronic records of all Executive Council and Business Meetings of the Association and provide those records to Executive Council in a timely manner. Other duties may be assigned by the President or the Executive Council as needed.

e. A Treasurer, who shall oversee and be responsible for managing all funds, securities, and financial obligations of the Association in a conscientious manner. Other duties may be assigned by the President or the Executive Council as needed.

2. There shall be an Executive Council with composition and duties as follows:

a. The Executive Council shall be composed of the Officers of the Association (President, President-Elect, Past President, (recording)
Secretary, and Treasurer), plus the Association's Representative to the Council of Representatives of the American Psychological Association, the State Advocacy Coordinator, the Federal Advocacy Coordinator, the Diversity Liaison, two additional representatives elected by the membership of the Association, and the Student Division Representative.

b. Any member of the Executive Council who fails to attend three consecutive scheduled meetings of the Executive Council automatically shall be considered to have resigned unless granted an exception by the remainder of the Executive Council for good cause. Any officer or member of the Executive Council may be removed from office by a two-thirds vote of the Executive Council for due cause.

c. A majority of the Executive Council's membership shall constitute a quorum.

d. The Executive Council shall, in conformity with the Articles of Incorporation and these Bylaws: (1) have the power to authorize the expenditure of money; (2) have the power to authorize the President to appoint committees to carry out the purposes of the Association; (3) have the power to fill vacancies in its own body until the times specified in these Bylaws; (4) have the power to make and amend rules for its own procedures and shall keep a record of such rules; (5) have the power to fix the time and place of annual meetings and other Business Meetings of the Association; (6) report to the annual Business Meeting regarding its activities since the last report to the membership; (7) act as liaison between the Iowa Psychological Association and the American Psychological Association; (8) have the power to enter into coalitions with other state associations or divisions for the purpose of representation on the American Psychological Association Council of Representatives; and (9) take such steps as may be necessary to carry out any program or function determined by vote of the Executive Council.

e. The Executive Council may approve hires or contracts for services under its direction and in accordance with such terms it deems advisable. Example positions include Executive Director, Bookkeeper, Director of Professional Affairs, etc.

f. Meetings of the Executive Council shall operate under the most recent set of Robert’s Rules of Order, which allows for restrictions or limitations on the participation of persons not members of the Executive Council.

g. Closed executive sessions are closed discussions restricted to the elected members of the Executive Council and others pertinent to the subject matter as invited by the President. Closed executive sessions may be called to discuss confidential legal or personnel issues. The Executive Council will go into closed executive session by a majority vote of members present and voting.

h. Meetings of the Executive Council shall be open to the membership of the Iowa Psychological Association, except when in closed eExecutive session.

3. The terms of office and manner of selection and replacement of the Officers and other members of the Executive Council shall be as follows:

a. The President-Elect shall be elected by the Association during the month of September and assume office the following January 1. The term of office as President-Elect shall be one year. At the end of that year, the President-Elect shall succeed to the office of President and shall serve for a term of one year in that office. Following one full term as President, that person becomes the immediate Past President and serves for one year on the Executive Council in that role.

In the event that the President-Elect is unable to complete a full term of office, a President and President-Elect shall be selected at the next regularly scheduled election. In the event the President is unable to complete a full term of office, the President-Elect shall succeed to the presidency for the balance of the unexpired term of office as well as for the next full term for which elected. In the event of the absence of a complete Presidential Triad, Executive Council may appoint an interim member(s) of the Association to act in the vacant role(s) until the next regularly scheduled election, when a full Presidential Triad shall be restored by membership vote for the upcoming year.

b. The Recording Secretary and the Treasurer shall each be elected by the Association during the month of September and assume office the following January 1 for a term of office of three years each, the terms being arranged so that no more than one expires each year. In the event that the Recording Secretary or the Treasurer is unable to complete a full term of office, the Executive Council shall select a replacement who will assume the duties of the office for the remainder of the unexpired term.

c. Two IPA Representatives shall each be elected by the Association during the month of September and assume office the following January 1 for a term of office of three years each, the terms being arranged so that no more than one expires each year. In the event of a resignation, the Executive Council shall appoint a Representative to fill the unexpired term.

d. The Association’s Representative to the Council of Representatives of the American Psychological Association shall be elected in a special election during the month of April and assume office the following January 1 for a term of three years. The election of this Representative shall be conducted by APA in accord with the rules established by the APA Council. In the event that the Association’s Representative to the APA’s Council of Representatives is unable to complete a full term of office, the IPA Executive Council shall select a replacement who will assume the duties of the office for the remainder of the unexpired term.

e. The Student Division Representative-Elect is chosen by ballot sent in early October for a vote by IPA student members. The Representative-Elect attends Executive Council meetings as a non-voting member for one year and then succeeds the prior Student Division Representative to serve a term of one year as a voting member of Executive Council.

f. The association’s State Advocacy Coordinator, Federal Advocacy Coordinator, and Diversity Liaison shall be elected by the total voting membership, each elected during the month of September, and assume membership on the Executive Council the following January 1 for a three-year term.

g. If, at the conclusion of their elected term, a member of the Executive Council wishes to remain in their role, they are able to do so pending election to a one-year subsequent term by total voting membership in the annual election held in September. If a current Past-President wishes to remain in the Presidential Triad, they are able to do so only if elected to another three-year term by total voting membership in the annual election held in September. During their newly elected term, they would move through all three positions in the Presidential Triad (i.e., President-Elect, President, and Past-President) as they had in their preceding term.

h. In the event of a resignation from an elected position, the Executive Council shall appoint an individual to fill the unexpired term.

4. The procedure for the election of Officers of the Association and members of the Executive Council will be as follows:

a. The election of Officers, the IPA Representatives, the Diversity Liaison, and the State Advocacy Coordinator and Federal Advocacy Coordinator shall take place by electronic ballot. The membership will be informed of the candidates for office and voting will remain open for a minimum of 30 days. The results of the elections will be communicated to membership electronically.

b. All members of good standing of the Association are eligible to nominate and vote for candidates for office of President-Elect, Recording Secretary, Treasurer, Diversity Liaison, State Advocacy Coordinator, Federal Advocacy Coordinator and IPA Representatives as the terms of office of the incumbents expire. All members of good standing of the association who are also members of the American Psychological Association are eligible to nominate and vote for candidates for the office of Representative to the American Psychological Association’s Council of Representatives.

5. The Association's policy regarding indemnification of Officers and Executive Council members shall be as follows.

a. Each Officer, member of the Executive Council of the Association, and leaders acting on behalf of the Association now or hereafter serving as such, shall be indemnified by the Association against any and all claims and liabilities to which said person has or shall become subject by reason of serving or having served as such Officer, Executive Council member, or leader, or by reason of any action alleged to have been taken, omitted, or neglected by this member as such Officer, Executive Council member, or leader. The Association shall reimburse each such person for all legal expenses reasonably incurred in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with any claim or liability arising out of, a breach of the Officer's, Executive Council member's, or leader’s duty of loyalty to the Association, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the Officer, Executive Council member, or leader derives an improper personal benefit.

b. The amount paid to any Officer, Executive Council member, or leader acting on behalf of the Association by way of indemnification shall not exceed the actual, reasonable, and necessary expenses incurred in connection with the matter involved.

c. The right of indemnification herein above provided for shall not be exclusive of any rights to which any Officer, Executive Council member, or leader acting on behalf of the Association may otherwise be entitled by law.

 **Article V - Committees**

1. The President with the concurrence of the majority of the Executive Council, shall appoint committees for specific purposes congruent with the goals and objectives of the Iowa Psychological Association.

2. A Committee may be dissolved by majority vote of the Executive Council.

**Article VI - Meetings**

The Association shall hold at least one Business Meeting during each calendar year. The dates of such meetings are to be determined by the Executive Council and publicized to the membership at least thirty days in advance. A simple majority of those attending the Business Meeting shall be sufficient to pass any motion.

**Article VII – Dues and Assessments**

1. The dues for all membership categories shall be determined by the Executive Council subject to the approval of the membership by a simple majority of members responding to an electronic ballot. Dues shall be assessed on a yearly basis and paid by January 31. Members who have not renewed will be removed from active membership status after no less than a one-month grace period.

2. In addition to annual dues, Full Members will be assessed a mandatory advocacy fee to support lobbying and legislative efforts. The amount of the advocacy assessment will be determined by the Executive Council, with changes determined by their October meeting, and shall not exceed $200 per Full Member.

3. Non-payment of dues and assessed advocacy fees by March 1, shall be considered equivalent to withdrawal from the Association, provided notification of such withdrawal shall be sent to the member in question at least one month prior to the withdrawal date.

4. Any member who has reached the age of 65 years, is no longer employed in the field of psychology, and has been a member of the Iowa Psychological Association for the past 5 years shall be exempt from further payment of dues upon informing the Membership Committee or Executive Director of eligibility. Although such members shall be exempt from paying dues, they shall retain all rights and privileges of the Association. Further, the Executive Council reserves the right to extend lifetime dues-free membership privileges to those members (psychologists) who, for special and sufficient reasons, do not meet the above requirement.

5. The Membership Committee, in special cases, may recommend to the Executive Council to waive membership dues on the basis of financial hardship, extended illness, or other time-limited circumstances. The special circumstances of the members would need to be reviewed annually by the Membership Committee to determine continuation of the waiver.

**Article VIII – Amendments**

This Constitution and the Bylaws may be altered, amended or repealed and new Bylaws may be adopted by members responding to an electronic ballot. Executive Council shall approve by majority vote the proposed amendments prior to dissemination of ballots to members. Voting will remain open for a minimum of 30 days. An affirmative vote of at least two-thirds of the members voting shall be required for passage.

[1] Revised October 7, 2024 .

 Recent prior revisions: Minor revision March 2021 to add Diversity Liaison position that had been approved by member vote in 2020; November, 16, 2016; July 15, 2014, April 8, 2011, April 28, 2007; April 21, 2006; April 8, 2005; April 11, 2003; April 27, 2001; July 1, 2000; December 1, 1999; March 1, 1998; March 1, 1995; March 1, 1993; and September 7, 1990.