

POLICY DOCUMENT

Adopted June 17, 2024

 **Table of Contents**

|  |  |
| --- | --- |
| Introduction | 1 |
| Mission Statement | 1 |
| Diversity Statement | 1 |
| Membership | 2 |
| Dues | 4 |
| Meetings | 6 |
| Publications | 7 |
| Other Member Benefits | 8 |
| Awards | 8 |
| Community Involvement | 11 |
| Board of Directors | 12 |
| Officers | 13 |
| Elections | 14 |
| Executive Committee | 19 |
| Regions | 20 |
| Committees  | 21 |
| Committee Descriptions | 23 |
| Conflict of Interest | 29 |
| Human Resources | 30 |
| Central Office Operations | 31 |
| Position Statements | 36 |
| Continuing Education Program | 36 |
| Listserv/Online Community Policy | 39 |

**INTRODUCTION**

The Florida Psychological Association (FPA) Policy Document (Document) shall be reviewed for any needed changes and adopted at a Board of Directors (Board) meeting each calendar year. This Document, as adopted, shall be part of the minutes of the meeting and shall be available upon request to the members. Changes or additions adopted throughout the year shall be included in the Document and noted with the date of the change or addition. The FPA Mission Statement, which relates to the FPA [Bylaws](https://www.flapsych.com/sites/default/files/content-files/FPA%20Bylaws%204.30.23.pdf) (Bylaws), appears first.

Once adopted, all previous versions of the Document adopted by the Board, Executive Council or Executive Committee at any time in the past are hereby rescinded and made null, void, and of no effect.

The Executive Director will be responsible for reminding the President and Board of the requirements of this Document and the Bylaws. The provisions of this Document must be followed unless changed by the Board. The requirements of the Bylaws must be followed unless changed by the membership. This Document shall explain, but not override, the Bylaws. In the event of a conflict between the two documents, the Bylaws shall control, and the conflict will be submitted to the Board. The Executive Director will review the minutes after each Board meeting and revise the Document accordingly. The revised Document will be provided to the Board at the next meeting for approval.

**MISSION STATEMENT**

The mission of FPA shall be to advance psychology as a science and profession and as a means of promoting health and human welfare; by the improvement of the qualifications and usefulness of psychologists through high standards of ethics, conduct, education, and achievement; to increase and diffuse psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications; and to advance scientific interests and inquiry; and the application of research findings to the promotion of health and the public welfare.

**DIVERSITY STATEMENT**

FPA welcomes members of all faiths and religious backgrounds, people of all races, ethnicities, national origins, immigration statuses, gender identities, socioeconomic statuses, physical or mental statuses, sexual or affectional orientations, or political beliefs. To this end, FPA commits to multiculturalism and to ensure on-going cultural competence and effectiveness as educators, researchers, consultants, administrators, policymakers and practitioners. Additionally, FPA is committed to upholding the American Psychological Association (APA) Ethical Guidelines which make clear the importance of advocating the culturally competent practice of psychology.

We strive to:

* Create a positive environment that allows psychologists to learn and explore issues of stereotyping, prejudice and mistreatment of minority groups in order to increase cultural competence for all members of FPA; for this purpose, we pay attention to ensure that psychologists have access to and participate in specific diversity and cultural competence continuing education and experiential workshops at local, regional, and state events.
* Uphold APA Guidelines that make it clear that we as psychologists must advocate for and protect the civil rights of others, which informs our commitment to engage in advocacy and psychoeducational commentary on social issues such as mental health care access for underserved populations, violence, women's and minority issues; and
* Address recruitment and retention of psychologists from diverse backgrounds as members of FPA on an on-going basis through the collaboration between our Board, Executive Committee, Diversity and Cultural Competence Committee, continuing education processes, and our Regions.

# MEMBERSHIP

## Non-Discrimination

It is the policy of FPA not to discriminate in membership or employment on the basis of religion, race, gender, age, ethnic background, national origin, disability, pregnancy or sexual orientation.

## Membership Categories

FPA has established the following membership categories:

*Regular Member*:

* is licensed as a psychologist by the State of Florida; or
* is a fellow of the American Psychological Association; or
* holds a diplomate from the American Board of Professional Psychology or any other diplomating board recognized and approved by the Florida Board of Psychology; or
* is employed full time by a Florida college or university psychology department and holds a doctorate in the field of psychology; or
* is employed as a research psychologist with a doctoral degree in psychology; or
* is employed as an industrial/organizational psychologist in a private or public company or corporation. This individual must have at least a doctorate in the field of psychology.

Those in first and second years of Regular Membership receive a 20% discount both years. Those who have previously had two years of membership will not receive a discount.

*Senior Member*: at least 65 years old. Minimum of 5 years as FPA member or member of another SPTA.

*Out of State Psychologist Member*: psychologist licensed in another jurisdiction but not Florida.

*Student Member*: shall be a doctoral level student in good standing or a graduate of a recognized graduate program of psychological study accredited by the APA or provisionally accredited, and whose students are eligible to sit for the Florida licensure exam. This includes being in an internship program or doing post-graduate residency.

*Faculty Liaison*: one per academic program

Application Process:

1. A person seeking membership with FPA must submit an official application to Central Office. The applicant may submit the form in person, online, via fax, or via mail. The application must include payment for the first-year dues amount in order to be processed.
2. Central Office shall make a preliminary review of each application to verify that all information has been supplied as requested. Payment is then processed, and the applicant’s information is entered into the FPA database. This date of entry shall become the applicant’s anniversary date if he or she is ultimately accepted as a member.
3. Central Office shall send a notice of acknowledgement to each applicant. Those applicants who satisfy the requirements of the initial review shall be activated in the database. Applicants who fail to meet the requirements of the initial review are not activated in the system and shall not be entitled to benefits until they are accepted into FPA.
4. Central Office shall forward a spreadsheet of information on each pending application to the Membership Committee Chair for review at least once a month
5. The Membership Committee Chair shall review the spreadsheet. If documentation presented by an applicant is not adequate, the Membership Chair will so inform Central Office which shall may request additional information that will allow a judgment about the applicant's qualification for membership (i.e., a transcript from their university, a catalog description of their program of training, a letter from the Chair of the program), etc.
6. When the Membership Committee Chair determines that an applicant is eligible for membership, the Chair shall recommend that the Executive Committee accept the application.
7. When the Membership Committee Chair determines that an applicant is clearly not eligible for membership, the Chair shall recommend that the Executive Committee reject the application.
8. When the Membership Committee Chair is unable to determine eligibility for membership, the Chair shall present the case to the Executive Committee for acceptance or rejection.
9. Central Office shall notify all applicants in writing of the Executive Committee’s decision. Applicants who are not accepted into membership shall not be given an explanation.
10. In all cases, the burden of proof of eligibility for membership rests with the applicant.

It is the policy of FPA that the names of applicants for membership who are rejected and the reason(s) for rejection shall not be revealed to any individual outside of the Executive Committee, except, as needed, to FPA Legal Counsel, or as required by the legal system.

Change in Status / Circumstances

Members who have a change in circumstance that will affect their membership status are required to notify Central Office of this change by the end of their membership year.

*Student Members*

Student members who receive their doctoral degrees may renew at the student rate for one additional year as long as they are working to complete post-doctoral requirements for licensure. A student member may request one additional year of student member status from the Executive Director if they have not yet satisfied their requirements for licensure. Failure to apply for membership will result in membership expiration.

*Regular Members*

Regular members who no longer hold a license to practice psychology in Florida shall notify Central Office. The Board has the right to review the member’s right to remain a member in cases where the loss of license is a result of disciplinary action by the Florida Board of Psychology.

# DUES

## Amount of Dues

The dues of the Association shall be determined by vote of the Board and may be changed without a membership vote.

The annual dues for membership in FPA are as follows:

*Regular Members*

* First and second year regular member - $292.00
* Third year and above regular member - $364.00

*Out of State Members* - $364.00

*Senior Psychologist Members* - $150.00. (Current members in the previous Retired Category will be considered Legacy and continue to pay $71/year.)

*Student Members* - $10.00

*Faculty Liaison* **-** no charge

*Sustaining Members* - A Member may become “Sustaining Member” by paying $99 additional dues. This membership category entitles the member to the following additional benefits: 15% discount towards all FPA products and services, including registration fees to CE events, on-demand orders, and merchandise; and recognition in all FPA publications.

## Dues Reduction

The FPA Treasurer, President, or Executive Director may grant temporary or permanent reduced dues or waive dues in cases of financial hardship. Such reduction shall be confidential between Central Office, the member, the Executive Director, the President, and the Treasurer. Members seeking reduction in dues must make this request in writing. Members may be asked to resubmit this request if the reduction is requested for more than one year.

## Dues Notices

The annual FPA dues notice shall be mailed or e-mailed 30 days prior to the member’s renewal date, which is their anniversary date. Members not renewing after the first notice shall receive at least one subsequent notice. Dues are payable by the due date as indicated on the notice.

## Resignation

Failure to pay dues 12 months or more after the due date shall constitute voluntary resignation.

Members seeking reinstatement will be assessed the membership rate he or she would have paid had they not allowed their membership to lapse. (For example, a regular member who did not renew after the second year may renew after paying third year regular membership dues.)

# MEETINGS

## Fees

It is the policy of the Board that non-members should always be charged higher fees for workshops, publications, and meetings. Regions are encouraged to follow this policy, since the cost of all services is reflected in the dues paid by members.

## Marketing

Except for FPA professional meetings, attendance for FPA CE programs can be marketed to other mental health practitioners, unless deemed inappropriate. The CE Committee is charged with determining when such marketing is not appropriate.

## Sponsorship of Programs

All chapter CE programs, and chapter co-sponsored CE programs must be approved by the CE Committee.

FPA will not co-sponsor CE programs with other organizations except with the expressed approval of the CE Committee.

Member Discipline

The FPA Bylaws give the Executive Committee control over the disciplinary process for members. Complaints calling for potential member discipline shall be made in writing to the Executive Committee or may be raised by any member of the Executive Committee. At their discretion, the Executive Committee may choose to involve the FPA Board of Directors in discussion of potential disciplinary matters and decision making.

The possible causes for discipline include but are not limited to:

1. The member ceases to qualify for membership.
2. The member violates the Articles and Bylaws of the FPA.

1. The member violates the rules and regulations promulgated by the state licensure board governing the member’s practice and profession.
2. The member violates the laws and rules relating to the practice of psychology in Florida and/or the APA Ethical Principles and Code of Conduct which are upheld after all due process.
3. The member fails to notify the FPA of change in membership and/or licensure status within 90 days of being notified of such a change.
4. The member is convicted by plea or trial, regardless of adjudication, of a crime of dishonesty, sex offense or other charge, which violates the principles of psychology. A plea of nolo contendere is a conviction for the purposes of this section.
5. The member intentionally misrepresents any information related to their education and/or licensure eligibility or status as provided on the application for membership.

1. The member exhibits conduct which is unethical or potentially injurious to FPA, or adversely affects its reputation, or which is contrary to its objectives and ethical principles.

Possible disciplinary sanctions will depend on the severity of the infraction. They may include any or all of the following:

* Warning/written censure
* Removal from appointed and/or elected position
* Suspension from FPA
* Expulsion from FPA

Complaints regarding member behavior will first be considered by the Executive Committee.

If warranted, the Executive Committee will request further written information and/or a response from the relevant member and offer them the opportunity to present information at an Executive Committee meeting or provide written input.

The member may also request a personal appearance and/or presentation of written material in front of the Board on a one-time basis. Such request must be received within thirty days of the initial notification to the member.

# The Board may be involved in consideration of the matter at any stage in the process at the discretion of the Executive Committee. If the Executive Committee takes action prior to involving the Board, the Board shall be informed at the next regularly scheduled meeting.

# PUBLICATIONS

Publications

Publications are under the supervision of the Member Editor and the Executive Director.

## Member Editor

The Member Editor will be chosen by the Board for a two-year term renewable at the discretion of the Board. The Member Editor has authority to accept or reject submissions within the context of adhering to FPA policy.

## Articles

Articles not submitted by the stated deadline may not be included in the publication.

The APA Guidelines on the use of non-sexist language in publications are adopted as guidelines for publications of FPA.

The focus shall be on news and on Florida, with the Editor giving priority to: (1) Legislative, political, advocacy, and regulatory news or information; (2) Practice news or information (insurance, Medicare, legal issues); (3) FPA News and business (conventions, new members, nominations and elections, member news, regional chapter news); (4) Columns and articles by FPA Committee Chairs or FPA members on issues not covered above: and (5) other items (APA information, out of state information, articles by non-members).

Letters to the Editor must be typed and limited to 300 words in length. All Letters to the Editor must be received prior to the publication deadline for submissions. The Member Editor reserves the right to delay or refuse submitted letters.

# OTHER MEMBER BENEFITS

Endorsed Programs

Central Office shall maintain a listing of the endorsed programs authorized by the Executive Committee.

# AWARDS

## General

It is the intention of FPA to recognize deserving members who have made outstanding contributions to FPA and the field of psychology at its annual meeting.

Members/Nominators are encouraged to carefully read the requirements for the various awards, determine whether a member adequately meets the requirements for the award, and check with the Central Office to determine whether that member has already received that particular award. *Distinguished Psychologist* and *Lifetime Achievement* *Award* may be received once.

The nominators should provide information to the Election and Awards Committee that is detailed enough for the committee to adequately determine the merits of the recommendation.

Some awards refer to a specific time frame for consideration in determining the merits of the recommendation. The *Early Career Contributions Award* is for a person in the first ten years postdoctoral degree. The *Lifetime Achievement Award* is for someone who has at least 20 years of sustained contributions to psychology. The *Psychologist of the Year* is for a member’s contributions during the year immediately preceding the awards presentation. Except for the *Distinguished Psychologist* award, any member in good standing may nominate someone for an award. Merely serving in a leadership position does not in and of itself qualify someone for an award and generally someone must go above and beyond the normal responsibilities of the position to qualify for award recognition.

FPA is not required to present all of the awards in a given year. The Election and Awards Committee is authorized to nominate additional recipients. In the event a member of the Election and Awards Committee is nominated for an award, they are expected to recuse themselves from all discussion and voting on the matter.

For awards which may be awarded to the same recipient more than once, the Election and Awards Committee will select the nominee that has not previously received the award when the merit of their contributions is approximately equal.

## Committee

The Election and Awards Committee shall consist of the Immediate Past President, as Chair, and four Past Presidents provided they are still members and willing to serve. Committee members will be selected in sequential order of term served. The Election and Awards Committee is an autonomous committee that is not required to seek ratification of its decisions by the Board.

## Procedure

FPA shall solicit nominations from the membership each year for the awards and their corresponding requirements for consideration. The Election and Awards Committee may assign a deadline for submission of nominations. Central Office shall furnish a nomination form for the convenience of the members. A nomination may be submitted in any format, however, as long as the nomination contains the necessary relevant information. Central Office shall forward copies of all nominations to the Election and Awards Committee members. The Election and Awards Committee may consider these nominees and is authorized to nominate additional recipients. All nominations shall be kept at Central Office for a period of no less than twelve (12) months from the date of the deadline for receipt.

## Award Categories

# *Distinguished Psychologist:*

## A member in good standing of the FPA.

* Has made significant ongoing contributions to the FPA, to advancing the mission of FPA, and to the profession of psychology as a member of FPA.
* Is nominated to this category by a separate committee comprised of current distinguished members.

Procedures for naming *Distinguished Psychologist*:

* The Immediate Past President appoints a Nominating Chair from within the group of Distinguished Psychologists; that Nominating Chair gathers a committee of at least four Distinguished Psychologists. The Immediate Past President may not serve as chair but may serve on the committee if they are a Distinguished Psychologist.
* The committee solicits nominations from other Distinguished Psychologists.
* A person may be named “Distinguished Psychologist” only once.
* The nominator completes a nomination form and forwards it to the Nominating Chair.
* The committee reviews nominations and recommends people to be honored as Distinguished Psychologists.
* The committee may select more than one Distinguished Psychologist per year.
* Funding for this process will come from the awards budget.

*Dr. Michael B. Spellman Award for Ethical Contributions to Psychology:*

Awarded to a psychologist who has made outstanding ethical contributions to the community as well. This may be through civic groups, educational organizations, leadership in FPA, et cetera. This meritorious performance may continue over the course of a year or a longer period of time.

*Early Career Contributions to Psychology:*

Awarded to a psychologist early in his or her career who has made outstanding contributions to FPA and/or the profession of psychology. To qualify they should have received their doctoral degree in the past ten years.

*Lifetime Achievement Award:*

Awarded to an individual who has made extremely significant contributions to the FPA and the profession of psychology during their career. At a minimum they should have served as a psychologist and made contributions for at least 20 years to be considered for this award.

*Outstanding Contributions to Diversity, Equity and Inclusion:*

Awarded to an individual that has made significant contributions to advance FPA’s development in attending to Diversity, Equity and Inclusion.

*Outstanding Region Member of the Year:*

The Regions are the lifeblood of FPA. Without a strong regional foundation, FPA cannot be successful in its mission to serve psychologists in Florida. There are many people who serve in essential roles at the regional level who may not seek a state office or recognition; nevertheless, they are essential to the success of FPA overall. Many Regions already recognize their outstanding members on an annual basis at an event; the purpose of this recognition is to encourage all Regions to do this so that FPA can show appreciation for their contributions. Each Region should conduct a nomination process similar to that used at the state level to process awards. Each Region should then forward their awardee to the FPA Awards Committee for recognition. The criteria and qualifications should be forwarded to the FPA Awards Committee so the award recipients may be properly recognized for their contributions. The FPA Awards Committee will abide by the decision of the Region in selecting their award recipient. The goal is to recognize one person per Region at the annual meeting.

*Outstanding Contributions to FPA:*

Awarded to an individual who has made significant contributions to the FPA. This meritorious performance may be in a wide variety of areas such as legislative advocacy, outstanding CPE contributions, etc. They may be over the course of a year or longer.

*Outstanding Contributions to Psychology in the Public Interest:*

Awarded to an individual who has made contributions that have directly served in the interest of the public. The Public Information Committee is expected to make a recommendation in this regard, but nominations may come from those outside this committee as well. This could be awarded for pro bono work, extensive public service talks, advocacy efforts, preventive interventions, etc.

*Psychologist of the Year:*

This award is presented to a psychologist who has made significant contributions to the profession of psychology in the immediate past year. The period of consideration for the award is from January 1 through December 31 of the year preceding. The contribution may be to FPA in particular or psychology in general at the local, state or national level.

*What a Woman:*

Awarded to a psychologist who has made significant contributions to FPA and the profession of psychology, with a focus on women’s issues. This award may be given to a male or female.

**COMMUNITY INVOLVEMENT**

Endorsed Pro Bono Programs

1. An endorsed program will be conducted by an FPA member who may utilize licensed psychologists, psychology residents, psychology interns and psychology trainees.
2. An endorsed program will provide a free service for community residents which has educative value regarding psychological services available to the community.
3. An endorsed program will have a written description submitted on file with Central Office.
4. An endorsed program can be duplicated by other FPA members in other Florida counties.

## BOARD OF DIRECTORS

Board Meetings

The Board shall meet at least twice annually. The Board shall communicate electronically in the interim. The Board may conduct business or votes via phone, fax, or email.

At each regular meeting routine and special business will be conducted. An agenda will be distributed prior to Board meetings.

FPA will use Keesey's Modern Parliamentary Procedure. The Immediate Past President shall serve as the FPA's parliamentarian.

A statement of fiscal impact must be presented with any motion to be considered by the Board.

A Director who wishes to submit a motion that affects the mission of any committee should first present the issue to the appropriate committee for consideration before the issue may be raised at a Board meeting.

Board meetings shall be open to all members of FPA and FPAGS, unless the Board votes to close the meeting. Other guests may attend by invitation.

Copies of Board Minutes shall be provided to members upon request and posted on the FPA web site under the Members Only section.

The Board's role is to ensure that the mission, objectives, and goals of FPA are carried out through FPA's committee structure. The Board will provide structure and direction, set policy, monitor and review committee functioning, assess results, and determine accountability. Suitable tasks will be assigned/delegated to the proper committees. Committees will submit their recommendations to the Board for ratification.

Smoking and vaping in meeting rooms at FPA functions and workshops is prohibited.

### Composition

The elected FPA President, Immediate Past President, President-Elect, Secretary, and Treasurer are voting members of the Board, as is the appointed Chair of LAPPB.

The Early Career Psychologist Network Chair, one (1) Diversity and Cultural Competency Committee Co-Chair, and the Chair of the FPA Graduate Students are voting members and shall provide reports of their committee initiatives and updates at Board meetings.

One Chapter Representative from each Region, elected for a 2-year term, are voting members of the Board. The Representative to APA Council also is a voting member of the Board.

### Attendance

Members of the Board who are unable to attend Board meetings may designate in a letter with signature by mail, email or fax to the Executive Director a substitute from their Region or Committee who shall have the same privileges and voting rights of the member they are representing.

Expenditures

Officers and Committee Chairs may be reimbursed for necessary expenses such as telephone, postage and printing, connected with their official duties, keeping in mind the budget and guidelines established for their functions by the Board.

FPA will not reimburse officers, Board members, committee members, chapter officers or other members for secretarial services, except with special permission of the Treasurer in advance.

Budget

The Treasurer, in coordination with the Executive Committee, shall finalize a proposed budget for the following year. The Board will ratify the budget no later than December 30th. The Executive Committee shall function as the Finance Committee.

## OFFICERS

### Terms of Office

Officers for the following year will be installed at the last Board meeting of the current year. Terms of office shall commence at the beginning of the calendar year.

It is the intention of the Bylaws to have the President, the President-Elect, and Immediate Past President positions be held by different persons.

### President

The President shall be the Chief Elected Officer (CEO) of FPA and shall oversee the affairs of FPA. The President shall preside at all meetings of the members and of the Directors except as otherwise provided for in the Bylaws or the Document. The President may sign, where required, all documents and instruments on behalf of FPA. The President shall be the immediate supervisor to the Executive Director. The President serves as ex-officio member of all Boards and Committees. The President may appoint member advisors as needed.

### President-Elect

The President-Elect or their designee shall serve as the liaison to FPAGS. The President-Elect shall be responsible for overseeing Regions’ development activities and statewide programming including serving on the Region Funding Committee.

Immediate Past President

The Immediate Past President serves as chair of the Elections and Nomination Committee, as the liaison to PsycHealth Florida, FPA’s nonprofit affiliate, and as the Board’s parliamentarian.

### Treasurer

The Treasurer shall monitor the finances of FPA and provide a financial report at each Executive Committee and Board meeting. The Treasurer shall prepare annually a financial report addressing FPA investments, yields, risks, and a total return which shall be presented at a meeting of the Board. The Treasurer shall also serve as the Chair of the Region Funding Committee.

### Secretary

The Secretary shall record the minutes of the meetings of the membership, Board of Directors, and Executive Committee, and give notices required by the Bylaws, policies, or by Florida Statutes.

## ELECTIONS

### Eligibility to Vote and to Hold Office

1. Only Regular, Senior, and Retired Members in good standing are eligible to nominate, vote, or hold office in FPA. A member is not in good standing when their dues payment is 30 days late.
2. Central Office shall review all members who nominate a candidate or who are nominated for good standing. Members whose names do not appear on the list shall not be eligible to nominate a candidate or run for office.
3. A member who elects to reinstate his or her membership by paying dues after being notified that they are not in good standing shall not be entitled to nominate or run for office, however, they will be allowed to vote in the election.
4. Central Office shall only accept votes from members in good standing.

To be eligible for nomination as FPA President-Elect, the nominee must have served on the FPA Board of Directors, as an elected or appointed officer of a Chapter/Region, or as Chair of a Committee for no less than two years when they would assume office.

Nominations Process

1. A call for nominations for President-Elect and Secretary or Treasurer shall be published in the summer issue of the Florida Psychologist (FP) and simultaneously posted on the FPA website. The call for nominations is the official form that shall include the offices to be filled, the rules to be followed, and the deadline date for submission.
2. Eligible members must use the official nomination form or a photocopy of said form.
3. Eligible members shall have up to 30 days to respond from the day that the call for nominations is published in the Summer FP. The publication date is the date the magazine is emailed. Nomination forms may be faxed, mailed or emailed to Central Office.
4. Eligible members may nominate more than one person for each office.
5. Members must sign and legibly print their name on the nomination form to be counted. This rule is needed so that staff can verify the member’s eligibility to vote. Forms that do not contain a signature and legibly printed name will not be counted.
6. Nominations must be received on or before the stated deadline as stated in the call for nominations. Nominations received after the deadline shall not be counted.
7. Nomination forms shall be counted by the Executive Director, who shall attest to the accuracy and validity of the results. The results shall be forwarded to the Election and Awards Committee.
8. Any interested member, including candidates, may get an update of the number of nominations received and the named candidates by calling Central Office; however, information regarding who sent in a nomination and whom they nominated shall remain confidential.
9. The campaign rules stated below apply to interested candidates seeking to be nominated for office as well as those nominated.
10. Candidates must receive a minimum of 10 nominations to be placed on the ballot.

### Elections Committee

1. The Elections and Awards Committee shall consist of the Immediate Past President, as Chair, and the other four Past Presidents immediately prior to that, provided they are still members and willing to serve. In the event any or all of the Past Presidents are unavailable, the Chair shall go back in succession until the committee consists of five (5) members.
2. The Chair shall contact all candidates receiving ten (10) nominations to verify their acceptance of the nomination. Candidates who accept the nomination shall be placed on the ballot.
3. If an office does not have anyone receiving at least ten (10) nominations, the Elections and Awards Committee will solicit and select at least two (2) candidates. Should the Committee, after a good faith effort, be unable to solicit more than one (1) candidate, the Committee must request and receive a waiver from the Executive Committee in order to proceed with the election.
4. If an office has only one (1) person receiving ten (10) nominations, then that person runs without opposition.
5. The Election and Awards Committee shall ratify the slate of candidates and notify Central Office.

### Elections Process

1. The Election and Awards Committee shall create a set of questions for nominees for President-Elect to answer. The questions shall address issues that are relevant to FPA. Candidates shall have up to fourteen (14) days to submit their answers to Central Office. Answers must be submitted electronically. Central Office shall distribute the answers to the membership via the website or include with the voting ballots.
2. Candidates may submit via electronic mail a one-page (8.5" x 11") single-sided statement for inclusion with the ballot. The statement must be received by the stated deadline in order to be included; statements received after the stated deadline will not be included. The statement must be written in 12-point font and may include a photograph. The statement may include factual information concerning the candidate's background, credentials, and offices held which may relate to experience or qualifications for FPA office. It may also contain the candidate's goals and plans for FPA, positions on issues facing FPA, and listings of endorsements of individuals supporting the candidate, none of whom may be current Executive Committee or Election and Awards Committee members. The Election and Awards Committee will review statements received to insure conformity to the criteria above. The Election and Awards Committee has the authority to edit, approve and deny all submissions.
3. No later than October 31st, Central Office will make ballots available to voting members in the fall edition of the Florida Psychologist, by posting a link on the Home Page of the FPA website, and an email to voting members that includes the link to the ballot and candidate statements. The ballot shall contain the election rules. A description of the process for submitting ballots and the importance of following the process as instructed will be included. A write-in option shall be included for each office on the ballot.
4. Members shall have up to thirty (30) days to respond from the date the ballot is distributed. Ballots received after the deadline will not be counted.

1. All ballots, whether paper or electronically submitted, must be signed and have name printed on the ballot, or it will not be counted.
2. Eligible members may only submit one (1) voting ballot. If an eligible member submits more than one (1) voting ballot, only the first ballot received shall be counted.
3. Election ballots shall be submitted separately by each eligible member and may be delivered by mail, including carrier services, emailed, or faxed.
4. Ballots shall be counted by the Executive Director, or designee, who shall attest to the accuracy and validity of the results. The results shall be forwarded to the Election and Awards Committee.
5. The Election and Awards Committee Chair shall ensure that all candidates are notified of the results of the election before announcing the results to the general membership.
6. Unlike the nominations process, the elections results shall not be revealed prior to the official announcement by the Election and Awards Committee.

Campaign Rules:

1. Neither candidates nor their supporters may utilize any FPA-sponsored listserv or online communities for any political purpose. This includes announcing interest in being nominated, announcing candidacy, or soliciting votes.
2. Candidates may purchase advertisements in FPA publications; however, such advertisements must contain a statement indicating that the piece is a paid political advertisement and is not an endorsement by FPA or any of its officers.
3. Candidates may not purchase advertisements to be placed in FPA convention packets for the purpose of campaigning for an FPA office.
4. Candidates may purchase exhibit space at FPA-sponsored events, as long as all campaign literature contains a disclaimer that FPA is not endorsing any candidate.
5. Candidates may campaign during FPA-sponsored events; however, all written materials must contain a statement that the FPA is not endorsing any candidate. Further, materials may not be placed on the registration table, on luncheon/dinner tables, or on other surfaces containing FPA-sponsored materials. Candidates must follow hotel rules when distributing literature.
6. Candidates holding a current leadership position within FPA at the State or Region level are prohibited from soliciting support when communicating with others about official FPA business related to their current position.
7. In order to use a name as an endorsement for the candidacy of a prospective FPA Officer, the Candidate must first secure the entity’s permission in writing. Such permission shall be filed with Central Office prior to using any endorsements in candidate’s statements or promotional materials.
8. Members of the Executive Committee and Election and Awards Committee are prohibited from publicly endorsing any candidates for elected office of FPA, except themselves.
9. Candidates who violate campaign rules may be censured by the Board after due process. Censure may include private reprimand up to invalidating the results of the election at the discretion of the Board.

1. Candidates must acknowledge in writing that they understand and agree to the above campaign rules and possible penalties in order to be placed on the ballot.
2. These campaign rules apply to FPA elections, and FPA/APA elections.

### American Psychological Association Council Representative

1. Central Office shall announce to the membership that there will be an election for the APA Council representative. This announcement shall be posted in an FPA publication, on the FPA All Members list serve or online community, and on the FPA website. The announcement shall include the information supplied by APA and a deadline date for submission.
2. Only members in good standing of both APA and FPA may nominate or be nominated. Eligibility of FPA membership status shall be verified the first day of the month during which the call for nominations is announced.
3. Nominations must be submitted utilizing the form posted on the website and in the FPA publication, and may be submitted via regular mail, email or fax. Members can make more than one nomination.
4. All names of nominated candidates shall be forwarded to the Election and Awards Committee.
5. Candidates must receive at least ten (10) nominations in order to be considered.
6. In the event that only one or no person receives ten (10) nominations, the Election and Awards Committee shall solicit and select one (1) or two (2) names to be placed on the ballot to be sent to APA.
7. To be eligible for nomination as APA Council Representative, the nominee must have held a leadership position in a division, special interest group, or chapter as an officer, chapter representative to the Board, or member of a FPA Region or state-level standing board or committee for no less than one year.

### Records

Central Office shall keep all nominations, election ballots and endorsements for a period of no less than two years following the commencement of the term of offices for the election. Documents may be destroyed after that two-year period, however, Central Office shall keep a summary of all nomination and election results for historical purposes.

**EXECUTIVE COMMITTEE**

Meetings

The Executive Committee may from time to time make decisions by phone or email, being polled by the Executive Director at the President's discretion. Such decisions shall have the same force as if adopted by a meeting of the Executive Committee.

The approved minutes of any Executive Committee meeting shall be or posted to the members only section of the FPA website within 48 hours of approval.

The Executive Committee is responsible for ensuring that FPA remains financially responsible, compliant, and viable. Working closely with the Executive Director and accountant, the effort is led by the Treasurer who is charged with overseeing the financial health of FPA. Specific activities include:

* Research and recommend investment decisions FPA
* Prepare annually a financial report to the board of directors addressing FPA Investments, yields, risks, and a total return
* Monitor budget activity on a monthly basis to ensure compliance with the budget and be prepared to propose changes to the budget as necessary
* Review FPA account balances
* Ensure that proper internal controls are in place and being followed by Central Office staff
* Prepare a budget for the following year to be approved by the Executive Committee and the Board.

**REGIONS**

In this policy document, the terms “Regions” and “Chapters” shall be equivalent.

The following Regions are recognized:

* Bay
* Broward
* East Central (formerly Central and Brevard/Indian River)
* Miami-Dade-Monroe
* Northeast (formerly Northeast and North Central)
* Northwest (formerly West and Capital)
* Palm
* Pinellas
* Southwest (formerly LWC and Calusa)

### Manner of Admission

A member who qualifies as a member of FPA shall be assigned to a Region on the basis of their residence or business address, or by other criteria established by the FPA Board. All members of a Region must be members in good standing of the FPA. No person may simultaneously be a member of more than one Region. A member may resign from a Region upon providing written notice to the FPA. Failure to pay dues shall constitute voluntary resignation from membership in the FPA and the Region.

Elections

Region members shall elect a Region Chair for a term of two (2) years. The Region Chair shall also serve as the Region’s representative to the Board. The Region Chair shall appoint one (1) delegate to the LAPPB. Any additional leadership positions will be appointed by the Region Chair.

The Regions’ elections shall coincide with the state-wide FPA elections and shall be conducted as outlined in the FPA Bylaws and Policy Document.

A vacancy of Region Chair shall be filled by a special election of the Region’s members.

### Structure and Activities

Outside of the election of the Region Chair and the appointment of the LAPPB representative, a Region may decide its own structure.

Each Region shall hold a minimum of four (4) meetings per year. These meetings shall include continuing education activities, community service activities, membership development activities, and business meetings.

Special meetings of the membership may be called by the Region Chair or by written request of a majority of the Region’s members for any purpose. Notice of any meeting shall be provided at least fourteen (14) days prior to the meeting. Notice of any special meeting shall also state the purpose of the meeting. The act of posting the notice on the FPA official website satisfies the notice requirement.

Should an action of the Region require a vote of the members, each Region member who is a member of FPA is entitled to one vote. The vote may be cast in person, by electronic means or by mail. The majority of Region’s members entitled to vote represented in person or by ballot shall constitute a quorum. A simple majority vote shall decide any question brought before the meeting, except as otherwise required by law.

Meetings of the Region’s membership shall be conducted according to “Modern 10 Parliamentary Procedure” by Ken Keesey (1994).

All Region CE programs and co-sponsored CE programs must be approved by FPA.

Only the Region Chair may use FPA letterhead/logo. Regions may develop their own letterhead which shows that they are a Region of FPA. Copies of Region’s letterhead should be provided to Central Office for review and authorization prior to use.

Regions may not perform activities which involve any manner of referral service, either direct or indirect, for client services.

FPA will not reimburse any party for secretarial services, except with permission of the Executive Committee in advance.

Regions shall notify Central Office of the names of any new officers and representatives within 30 days of any election but no later than January 31 of each year.

Region Funding

FPA will allocate up to 7% of the membership dues paid by FPA members to a pool of funds available to Regions to conduct activities. Such monies will remain in the custody of Central Office. Regions will receive an allocation of $300 at the beginning of each year to launch activities. In order to receive additional funding, a Region must submit to Central Office a completed funding request (provided by Central Office) at least 45 days prior to the planned event. Funds may not be used to purchase alcohol and food/beverage expenses may be no greater than $30.00 per person in attendance. The funding request will be reviewed and approved by the Region Funding Committee that is comprised of the FPA Treasurer (Chair), President-Elect, and Executive Director. Decisions of the Region Funding Committee may be appealed to the Executive Committee.

Regions must submit invoices and/or receipts to obtain reimbursement for approved expenses within sixty (60) days of the expenditure unless at the end of the year in which case they should be submitted by December 20th. Regions generating any monies have seven (7) business days to forward them to Central Office for addition to the Region funding pool.

## COMMITTEES

### General

The Board’s role is to ensure that the mission, objectives, and goals of FPA are carried out through FPA's committee structure. The Board will provide structure and direction, set policy, monitor and review committee functioning, assess results, and determine accountability. Suitable tasks will be assigned/delegated to the proper committees. Committees will submit their recommendations to the Board for ratification.

All committee activities will be directly tied to FPA's mission.

When committee chairs come before the Board, they will provide an update of the results of the committee efforts.

All Committees will be subject to FPA rules relating to publications.

As determined by the Board, other organizational structures may be established in order to facilitate the accomplishment of FPA's mission.

### Budgets

By October 1st of each year, Chairs of all Committees shall submit to the Executive Director the following: a mission statement including long and short-term goals, a short report on the past twelve months, and any budget request for the subsequent calendar year. Committees that wish to be abolished may do so by not submitting these items.

FPA may provide the budget resources to each committee in return for the delivery of agreed-upon results. Budget requests will be submitted in a format approved by the Executive Committee.

Standing Committees

The following standing committees have been approved by the Board:

1. Continuing Education
2. Diversity and Cultural Competency
3. Early Career Psychologist
4. Elections and Awards
5. Membership
6. Prescriptive Authority
7. Programming

### Advisory Committees

An Advisory Committee is a committee that is seen as important for carrying out the goals and objectives of FPA. They are distinguished from standing committees by having a multi-year life and long-term functions within FPA but not as being permanent.

Advisory Committees may be created by the Board and shall be subject to yearly renewal by the Board. Advisory Committees shall be required to present budget and goals which will be approved by the board. Advisory Committee Chairs shall be appointed by the President and Executive Committee and approved by the Board. Chairs shall be approved for a 1-year term. Members of Advisory Committees shall be appointed by the Committee Chair.

### Task Forces

Task Forces are temporary committees appointed by the President with a specific function to accomplish.

The Chair is chosen by the President and may be changed at the President's discretion. The members are either chosen by the Chair or the President at the discretion of the President.

The Task Force’s goals and budget must be approved by the Board or Executive Committee.

The Chairs of Task Forces are not members of the Board.

A Task Force expires when the term of the President is over, unless the President-elect decides to continue the Task Force.

### Ad Hoc Committees

Special Ad Hoc Committees and Task Forces may be appointed by and serve at the pleasure of the President. Committee/Task Force Chairs shall be appointed by the President in consultation with the Executive Committee and confirmed by the Board. Ad Hoc Committees shall be internal committees of the Board and only members of the Board may serve as members of the Ad Hoc committee.

**COMMITTEE DESCRIPTIONS**

## Please refer to the FPA Bylaws for a description of the Legislative Affairs and Public Policy Board (LAPPB). Descriptions of the Elections and Awards Committee and the Regional Chapter Grants Committee may be found in the sections of this Policy Document that deal with the subject matter.

## Continuing Education

## Mission

The mission of the Continuing Education (CE) Committee is to serve the interests of members by ensuring that FPA only offers programs that are in compliance with standards set by the American Psychological Association and the Florida Board of Psychology.

## Composition

The CE Committee is comprised of a chair, appointed for a one-year term by the President with approval from the Board, and at least one additional FPA member selected by the Committee Chair. The Executive Director, Director of Professional Affairs, and President serve as ex-officio non-voting members. Preference for the other members of the CE Committee is for a representative of the Diversity and Cultural Competency Committee, a representative of the FPA Graduate Students (FPAGS), and an Early Career Psychologist representative.

## Responsibilities of the CE Committee Chair

Working closely with Central Office, solicit and review submissions for compliance with APA accreditation standards. Specific activities include:

* Maintain familiarity with the APA CE Sponsor Approval Standards
* Review proposals submitted by Regional Chapters for approval and recommend approval, denial, or changes
* With the CE Committee, review proposals for on-demand studies
* With the CE Committee, review proposals for co-sponsorships
* Work with Central Office and the committee to research potential presenters and topics for future presentations
* Work with Central Office and the committee to research and recommend delivery of programs, including use of webinars, podcasts and on-demand studies
* Review annual reaccreditation report before submitting to APA
* Authorize price points and advertising of FPA CE events
* Ensure that an annual budget request is submitted to the Treasurer by the deadline
* Submit a written report to the Board as requested

## CE Committee Responsibilities/ Expectations

* Participate in meetings called by the Chair
* Respond to all requests to review proposals within the timeframes offered
* Be willing to author an on-demand study or webinar course, or give a presentation to a local Chapter
* With Central Office support, help promote FPA events to new and prospective members

**Diversity and Cultural Competence**

Mission

The mission of the Diversity and Cultural Competence Committee (DCCC) is to serve the interests of members by increasing awareness of the unique issues that impact diverse populations in Florida, and to provide on-going opportunities to increase cultural competence in the areas of clinical practice, research, consultation, and education. DCCC is charged with the task of developing programming, recruiting and retaining psychologists from underrepresented backgrounds, and advocating around issues related to diversity and cultural competence.

Composition of the Committee

The Committee is comprised of a Chair (or Co-Chairs) and other interested members. The Chair is appointed by the President when the current Chair announces a desire to step down from the position.

Responsibilities of the Committee Chair

Working closely with the CE committee, help educate on topics related to diversity, equity, inclusion, and justice. These specific activities include:

* Act as a voting member of the Board
* Attend Board meetings to represent the DCCC and provide valuable input related to DEI
* Facilitate meetings in alternating months of the year
* Represent DCCC on the Continuing Education Committee
* Request and manage budget as needed to execute committee programs

Committee Responsibilities/ Expectations

* Participate in committee meetings
* Organize and implement a Diversity Webinar Series of continuing education events
* Compile lists of available CE events for dissemination amongst members
* Provide support to members via affinity groups
* Gather information about legislative process related to mandatory DEI continuing education for license renewal
* Advance regional chapter level diversity initiatives and goals
* Attend all Board meetings and have a voting voice
* Support the creation of position statements
* Inform members about current events, advocacy and policy impacting diversity, equity and inclusion

**Early Career Psychologist**

## Mission

The mission of the Early Career Psychologist (ECP) Committee is to serve the interests of ECP members by ensuring that FPA offers programs and services that will uniquely serve psychologists during their first ten (10) years after receipt of the doctoral degree.

## Composition

The ECP Committee is comprised of a chair appointed for a one-year term by the President with approval from the Board, and other ECP members. The Executive Director and President serve as ex-officio non-voting members.

## Responsibilities of the ECP Committee Chair

Plan and implement a member services program that serves the needs of professionals within the first ten (10) years of receipt of the doctoral degree. Specific activities include:

* Contribute articles to FPA Publications on issues impacting ECPs
* Assist with planning of FPA conventions and workshops to serve ECP needs
* Work with Central Office to research and present possible membership benefits designed for ECPs
* Assist with ECP membership campaigns
* With Central Office, work as a team to evaluate membership structure and develop on-going recruitment and retention activities

## ECP Committee Responsibilities/ Expectations

* Help to retain current members
* Recruit at least the same number of new members as previous year
* Call new members in the Chapter to welcome them to FPA
* Recruit new members for FPA event
* With Central Office support, help promote FPA events to new and prospective members
* Organize at least one annual membership recruitment event for the Regions
* Attend Meet & Greet Events in their Region
* Delegate monthly retention calls to non-renewing members
* Facilitate mentoring project

**Membership**

## Mission

The mission of the Membership Committee is to serve the interests of members by ensuring that membership numbers remain high enough to keep FPA financially and politically viable and to improve member satisfaction through programs and services.

## Composition

The Membership Committee is comprised of a chair or chairs appointed for a one-year term by the President with approval from the Board, The Executive Director and President serve as ex-officio non-voting members.

## Responsibilities of the Membership Committee Chair

Working closely with Central Office, help plan and implement a member services program, manage member benefits, and approve applications. Specific activities include:

* Help Central Office follow up on monthly membership reports (generated and distributed by the Manager of Member Services)
* Recommend Executive Committee approval and denial of applicants for membership after proper vetting by Central Office
* Work with Central Office to research and present possible membership benefits
* Assist with Membership Campaigns
* With Central Office, work as a team to evaluate membership structure and develop on-going recruitment and retention activities
* Ensure that an annual budget request is submitted to the Treasurer by the deadline

## Membership Committee Responsibilities/ Expectations

* Participate in committee calls
* Help to retain current members
* Recruit at least the same number of new members as previous year
* Call new members to welcome them to FPA
* Recruit new members for FPA events
* With Central Office support, help promote FPA events to new and prospective members

## Prescriptive Authority

## Mission

The mission of the Prescriptive Authority Committee (RxP Committee) is to serve the interests of members by providing education and consultation to help members develop knowledge in the field of psychopharmacology and understand the legislative processes related to passing legislation for Prescriptive Authority for Specially Trained Psychologists. The RxP Committee operates in an advisory and advocacy capacity.

## Composition

The RxP Committee is comprised of a chair appointed for a one-year term by the President with approval from the Board of Directors. The Executive Director, the Director of Professional Affairs, and the President serve as ex-officio non-voting members.

## Responsibilities of the Prescriptive Authority Committee Chair

Working closely with the Director of Professional Affairs, the RxP Committee Chair helps plan and implement a mechanism for conveying information about psychopharmacology and prescriptive authority legislative activities to members. Specific activities include:

* Answer member questions via e-mail and phone
* Author articles for each publication on RxP issues
* Post messages to the listserv when topics related to RxP begin to trend
* Develop Continuing Education opportunities

## Prescriptive Authority Committee Responsibilities/ Expectations

* Participate in committee calls
* Be willing to present programs at conferences
* Be willing to author articles
* Be willing to communicate with legislators
* Be willing to communicate with FPA members regarding RxP and access to mental health care for the underserved

**Programming**

Mission

The Programming Committee oversees the development of the biennial FPA Convention including convention mode, theme, title, content, sponsorships, and promotion. The Programming Committee also is responsible for statewide leadership development training.

Composition

The Programming Committee is comprised of the President-Elect (Chair), the President, Executive Director, Continuing Education Chair, FPAGS Chair, and other members appointed by the President.

Responsibilities of the Programming Committee Chair

* Working closely with the President and Executive Director, coordinate and plan biennial FPA Convention
* Draft call for proposals
* Collect proposals and organize for review teams
* Assign reviewers to each proposal and share results with committee
* Run all Programming Committee meetings
* Coordinate communication to membership via Executive Director

Programming Committee Responsibilities/Expectations

* Participate in committee calls
* Review convention and poster proposals
* Help solicit sponsorships for the convention
* Be available during convention to introduce speakers, assist Central Office with any needs they may have

## Other Organizational Structures

### Special Interest Groups

Upon approval of the Board, groups of FPA members sharing a common interest that impacts upon the profession or delivery of services shall be known as Special Interest Groups.

These groups are responsible for their own organization and have no seat on the Board.

* Special Interest Groups may vary in size.
* Special Interest Groups will be allowed to request a meeting room at conventions.
* They will be allowed to request space in FPA publications to announce their existence and seek support.
* They will be allowed to identify themselves as an FPA Special Interest Group.
* They will not receive money from the general budget.
* They will be required to comply with all FPA rules and regulations.

APA Representatives

FPA shall conduct elections for APA Council Representative according to the election rules in this policy document and the APA rules. The APA Council Representative shall serve as a voting member of the Board.

The APA Representatives will provide feedback to the Board and the membership as to how they voted on key APA issues.

Travel and hotel expenses for the FPA representative(s) to APA council that are not reimbursed by APA, may be reimbursed by FPA. Travel and hotel expenses for attendance at the APA annual convention by the President and President-Elect shall be reimbursed.

FPA will provide reimbursement for memberships in the APA caucuse~~s~~ for State, Territorial and Provincial Associations.

**CONFLICT OF INTEREST**

Conflict of Interest Policy

In their capacity as leaders of the Florida Psychological Association ("FPA") with spending authority, Board Directors, Regional Chapter Chairs, and Committee Chairs, and the Executive Director (“leaders”) must act at all times in the best interests of FPA. The purpose of this policy is to help inform those leaders about what constitutes a conflict of interest, assist the leaders in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against leaders as described below.

Leaders have a fiduciary duty to conduct themselves without conflict to the interests of FPA. In their capacity as leaders with spending authority, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of FPA.

1. A conflict of interest is a transaction or relationship, which presents or may present a conflict between a leader's obligations to FPA and the leader's personal, business or other interests.
2. All conflicts of interest are not necessarily prohibited or harmful to FPA.  However, full disclosure of all actual and potential conflicts, and a determination by the disinterested members - with the interested leader(s) recused from participating in debates and voting on the matter - are required.
3. All actual and potential conflicts of interests shall be disclosed by leaders to the FPA Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the FPA Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The FPA Executive Committee shall inform the member of such determination and action. The Board of Directors shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
4. On an annual basis, all leaders shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the FPA Executive Committee, as well as all other conflict information provided by the leaders.

**HUMAN RESOURCES**

### Employee Manual

FPA shall maintain and follow the procedures contained in the FPA Employee Manual. The Executive Director may update the manual as necessary. Any changes in employee benefits must be approved by the Board.

### Executive Director Role

The Executive Director serves as the human resource director for FPA and is responsible for the recruitment, interviewing, hiring, discipline and firing of all employees and contractors. The Executive Director has sole authority to direct the work of employees and contractors without interference by the Board.

The Executive Director reports to the Board, with the President and Executive Committee acting for the Board in between meetings. All employees and contractors report directly to the Executive Director.

The Executive Director shall evaluate employees and contractors on an annual basis and shall maintain these records at Central Office. The recommendation for salary and benefits shall be presented to the Executive Committee as part of the yearly budget process.

The Executive Director shall adhere to all federal and state regulations in the execution of these duties.

Executive Director Evaluation Process

The Executive Director, whether under contract or an at-will employee, shall be evaluated annually by the Board. It is the responsibility of the Board to ensure that the evaluation is conducted.

The evaluation process shall be directed by the President and conducted via electronic means. The evaluation process shall include feedback from the Board, Committee Chairs, Regional Chairs, and staff. With the exception of staff, no evaluation form may be completed anonymously. The evaluation forms shall be the ones established in 2012 and may not be changed unless agreed upon by the Board and the Executive Director.

Once the evaluations have been collected, the President and President-Elect shall meet with the Executive Director in person to review the results and discuss goals and objectives for the next year.

Other Agents

**Lobbyist**: the initial lobbyist contract shall be negotiated by the Executive Director, with input from the LAPPB Co-Chairs, the President, and the Treasurer. The lobbyist shall be evaluated annually by the Executive Director.

The Executive Director has the authority to renew the existing contract. Changes to compensation must be approved by the Board as part of the budget process.

The primary contact for the lobbyist is the Executive Director. The Executive Director sets priorities for the lobbyist with input from the LAPPB Chair.

**Attorney**: the initial attorney contract shall be negotiated by the Executive Director, with input from the President and Treasurer. Once retained, only the President, Executive Director, and Director of Professional Affairs may contact the attorney directly regarding FPA-related matters.

**Accountant**: the initial contract shall be negotiated by the Executive Director. The FPA accountant shall conduct a yearly review of FPA’s Books and Accounts, unless the Board provides otherwise.

**Director of Professional Affairs (DPA)**: the Executive Director has the authority to recruit and interview candidates for DPA. Once a candidate is chosen, the initial contract or employment agreement shall be negotiated by the Executive Director, with input from the LAPPB Chair, the President, and Treasurer. The DPA shall be evaluated annually by the Executive Director. The Executive Director has the authority to renew the existing contract or employment agreement. Changes to compensation must be approved by the Board as part of the budget process.

The Executive Director may use additional contractors as allowed by the annual budget.

## CENTRAL OFFICE OPERATIONS

### Contracts

Only the President or the Executive Director may sign contracts for FPA. Members of the Executive Committee may be asked to co-sign some contracts upon the express permission and direction of the President and/or the Executive Director.

### Public Statements

Only the President, the President's designee, or the Executive Director may speak publicly for the FPA. Chapter Officers may only speak for Regional Chapters, Committee Chairs for the Committee. However, the LAPPB Chair may speak for the FPA on matters relating to legislation and public policy. In all cases, they shall remind the audience addressed that they are not the official representative of FPA and refer the audience to the President or the Executive Director.

### Database

The FPA Member Database shall not be sold or given to either members or non-members, except for use for FPA business with approval of the Executive Committee.

Mailing lists shall not be sold or given to any organization or group for the purpose of solicitation of charitable contributions.

### FPA Logo and Name

FPA prohibits the use of the FPA logo and name in box ads listing members except by Regional Chapters. Regional Chapters may run ads stating that "the following FPA members are licensed psychologists in Florida." No member may use the FPA logo without the express permission of the Board or Executive Director.

### Letterhead

Only the Officers, Committee Chairs and Central Office staff may use FPA Letterhead. Regional Chapters may develop their own letterhead which shows that they are a Regional Chapter of FPA. Copies of Regional Chapter letterhead should be provided to Central Office for review and authorization prior to use.

### Assignments to Central Office

The Executive Director, the Director of Professional Affairs, or a member of the Board, in order of priority, shall attend meetings of the Board of Psychology whenever possible.

Payment Card Industry Data Security Standard (PCI)

FPA will remain PCI compliant.

### Records Retention Policy

The FPA shall adhere to the records retention policy contained herein. This policy is based upon accepted accounting standards, IRS requirements, storage capacity and internal needs. Policy regarding documents governed by accepted accounting standards and IRS rules cannot be changed, unless the law mandates such change. Policy regarding FPA internal business not otherwise governed by state or federal law may be changed by approval of the Board. All physical records are to be retained at Central Office or a storage facility determined by the Executive Director. Electronic records are to be retained on the FPA Cloud account.

Permanent Retention Period (the following records are to be kept indefinitely):

* General Ledger and Fixed Asset Ledgers
* Special Summary Journals (Cash Receipts, Cash Disbursements, General, Payroll)
* Deeds and Agreements
* Articles of Incorporation and Bylaws
* Audit Reports
* Annual Reports
* Building, Property and Major Improvement Papers
* Income/Tax Exempt Tax Returns
* Property Taxes Records
* Year-end Trial Balance and Financial Statements
* Employee Benefit Plan Records

5-Year Retention Period: the following records must be retained for a minimum of five (5) years. These records may be destroyed upon the expiration of the five (5) year period:

* Payroll records
* Payroll tax records
* W-4 forms

4-Year Retention Period: the following records must be retained for a minimum of four (4) years. These records may be destroyed upon the expiration of the four (4) year period:

* Income/Exempt Tax Returns, Financial Records, and supporting documents
* Detailed cash receipts journal
* Detailed case disbursement journal
* Detailed accounts payable journal
* Checkbook stubs or check copies
* Bank statements, cancelled checks and memos
* Paid Invoices
* General accounts receivable
* Sales contracts
* Purchase orders
* Deposit slips and remittance advices
* Insurance policies (after expiration date)
* Expense reports
* Contracts, leases and agreements (after expiration date)

3-Year Retention Period: member records must be retained for a minimum of three (3) years after date of lapse. Member records of dropped members may be destroyed upon the expiration of the three (3) year period.

2-Year Retention Period: the following records must be retained for a minimum of two (2) years, commencing with the beginning of the term of office identified in the record. These records may be destroyed upon the expiration of the two (2) year period:

* Election Nomination Forms
* Election Ballots

Electronic Communications

Spam or sales: Central Office staff may immediately delete unsolicited e-mails that may be classified as spam or are general sales pitches.

Listservs/Online Communities: Central Office staff may immediately delete e-mails that they receive as a result of being subscribed to a listserv or online community, unless the e-mail note is directed toward them personally or as part of their position.

Contracts: Electronic email communications containing contract terms and negotiations must be kept for a minimum period of four (4) years.

Other e-mail communications must be kept for a period of 120 days, after which time they may be deleted.

### Joint Venture

This policy requires that FPA evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard FPA’s exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

For purposes of this policy, a joint venture or similar arrangement means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether FPA controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

1. 95% or more of the venture’s or arrangement’s income for its tax year ending within FPA’s tax year is excluded from unrelated business income taxation; and
2. the primary purpose of FPA’s contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

FPA will negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure FPA’s exempt status is protected. Some examples of safeguards include:

* control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of FPA
* requiring that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants
* ensuring that the venture or arrangement not engage in activities that would jeopardize FPA’s exemption
* ensuring that all contracts entered into be on terms that are arm’s length or more favorable to FPA

## Antitrust Compliance Policies and Procedures

It shall be the policy of FPA to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. These policies and procedures apply to all membership, board, committee and other meetings sponsored by FPA, and to all meetings attended by representatives of FPA.
2. Discussions of prices or price levels are prohibited. In addition, no discussion is permitted to any elements of an association’s or company’s operations which might influence price such as:
	1. Cost of operations, supplies, labor or services;
	2. Allowance for discounts;
	3. Terms of sale including credit arrangements; and,
	4. Profit margins and mark-ups, provided this limitation shall not extend to discussions or methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
3. It is a violation of antitrust laws to agree not to compete, therefore, discussion of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about a particular association or company, including their financial situation.
5. It is FPA’s policy that all meetings attended by representatives of FPA, where discussion can border on an area of antitrust sensitivity, that FPA’s representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, FPA’s representative should excuse himself/herself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she left. Any such instances should be reported immediately to the President and/or staff of FPA.

It is FPA’s policy that a copy of these Antitrust Compliance Policies and procedures be given to each officer, director, committee members, official representatives, and FPA employees annually and that the same be read, or understood at all meetings of the membership of FPA.

**POSITION STATEMENTS**

FPA may take positions to protect or advance psychology or to contribute to public debate where the field of psychology has special expertise that informs its position on an issue. The Board shall be responsible for deciding when and in what form such a public comment on policy should be made, and this decision may be completed through electronic vote. In cases where a decision to make such a public comment is needed more quickly than allows full Board input, the Executive Committee will make the decision on whether to take such a position, which may be completed through electronic vote. The public position statement shall only be issued by the Executive Director and/or President.

This does not remove the ability of the Executive Director and/or President to speak on behalf of the organization.

**CONTINUING EDUCATION PROGRAM**

Introduction

FPA is an APA-approved provider of continuing education programs for psychologists. FPA is required to adhere to the guidelines imposed by APA in order to continue to provide these programs under their auspices. The policies below outline the process that FPA follows when determining whether to approve a proposed program for APA credit. The CE Committee is responsible for maintaining and updating the CE Proposal Form. Current forms can be requested by the CE Committee Chair or Central Office and/or available on FPA’s website. The function of the CE Committee is to evaluate all proposed Continuing Education programs to determine whether to award APA credit. Proposed programs may take the form of workshops, on demand courses, conferences, or any other generally accepted method of instruction or learning. The CE Committee has full authority to accept, reject, or edit any and all submissions for approval. CE Committee members will stay knowledgeable of the APA standards for CE credit.

Steps in the Determination Process

1. The person submitting the proposal must send the required documents to Central Office staff. Staff shall review the proposal form to ensure that the form is complete and that all accompanying documents are attached. Forms must be received at least 45 days before the scheduled event, unless otherwise indicated.
2. If the form is incomplete or if documents are not attached, the Central Office shall contact the responsible person to secure that information. The deadline will not be extended due to incomplete applications.
3. Completed forms and supporting materials shall be forwarded to the members of the CE Committee for review. This may be done via electronic mail, fax, or regular mail.
4. Members of the CE Committee shall confer to determine whether to accept or reject a proposal or ask for additional empirical data or modifications CE Committee members are expected to review within two weeks.
5. The CE Chair shall notify the responsible person in Central Office in writing of the Committee’s decision. The decision of the CE Committee is final.
6. In the event of a rejection of work, the CE Chair shall indicate why the proposal was rejected. Reasons for rejection include, but are not limited to:
* The proposal form was incomplete or lacked adequate scholarship
* The proposal was submitted past the stated deadline
* The presenter was not qualified to teach this subject
* The subject matter was not relevant to psychological theory, practice or method
* The cited references were outdated, inaccurate, missing, or inadequate
* The presenter or subject had received bad evaluations in the past
* The proposal did not address how diversity issues would be integrated into the training.

Requests for Reconsideration and Appeals

In the event that a proposed program is rejected, the person submitting the proposal may ask the CE Committee to reconsider the proposal. The person must submit the request in writing to the Central Office and demonstrate how the reasons for rejection have been corrected. Central Office shall forward the request to the CE Committee for a decision. If the Committee approves the proposal, an approval letter shall be sent. If the Committee rejects the proposal, a letter shall be sent notifying the person of the rejection.

If the person submitting the proposal is dissatisfied with the Committee’s decision to reject the proposal, the submitting person may appeal the decision by submitting a letter in writing addressed to the Executive Director. The Executive Director shall forward all relevant documentation to the Executive Committee for a decision. The Executive Committee shall either accept or reject the proposed presentation. In the event the proposal is rejected, the decision is final and not subject to further appeal. The matter shall be considered closed.

Considerations for Regions

Budget: Regions wishing to hold a program must ensure they have adequate funds to cover expenses, such as food and beverage costs, audio/visual expenses, speaker fees, and meeting room rental. Regions are allowed to charge participants for attendance.

Location: All facilities must be accessible to those with special needs and must meet the requirements under the Americans with Disabilities Act.

Scheduling: Region events must not conflict with the FPA sponsored events. Proposals in conflict with other FPA events may be rejected.

Marketing: Program brochures, or any promotional materials containing registration information, must include all of the required content and language. The following statements must be used and kept as separate statements:

*“The Florida Psychological Association is approved by the American Psychological Association to offer continuing education for psychologists. FPA maintains responsibility for the program.”*

*“The Florida Psychological Association is approved by the Florida Department of Health, Board of Psychology and Board of School Psychology to sponsor continuing education for psychologists. The Florida Psychological Association is approved by the Florida Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling as a provider of continuing education. The Florida Psychological Association maintains responsibility for the program and its content.”*

To Receive CE Credit:

* Each program participant must sign the sign-in sheet if the program is in person. This is proof that the participant attended the program. When the program is held virtually, the virtual platform attendance record will serve as proof of attendance.
* Participants must attend 100% of activities that are short term (less than a week) if the components of the activity run consecutively (i.e., one hour or one day after another). For long-term activities in which components do not take place consecutively, at least 80% attendance is required for credit.
* Upon verification of program participation, Central Office will report the participant’s credits to CE Broker.
* A program participant who has met the attendance requirement of the program will be issued a certificate by Central Office.

Grievance Procedure for CE

FPA is committed to conducting all continuing education activities in accordance with the American Psychological Association's Ethical Principles of Psychologists. FPA will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the CE chair, with the assistance of the Executive Director.

In the event that any participant has a grievance about continuing education activities, this procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance or expects action on the complaint, the following actions will be taken.

If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The CE Chair will then pass on the comments to the speaker, assuring the confidentiality of the complainant.

If the grievance concerns a program offering, its content, level of presentation, or the facilities in which the program was offered, the CE Chair will mediate and will be the final arbitrator. If the participant requests action and agrees to provide a written complaint, the CE Chair will, in coordination with the Executive Director:

* attempt to move the participant to another program; or
* provide a credit for a substitute program; or
* provide a partial or full refund of the program fee.

Complaints can be addressed to the Executive Director, the current CE Chair, or the current President at [executivedirector@flapsych.com](https://flapsychassociation.sharepoint.com/sites/OfficeFiles/Files/Users/Deborah/Working%20Documents/executivedirector%40flapsych.com) or (850) 656-2222. Central Office staff will provide contact information for the current CE Chair or president if needed.

**LISTSERV/ONLINE COMMUNITY POLICY**

Policies and Procedures for Participation

Purpose:

FPA offers as a membership benefit an FPA-sponsored, interactive, electronic mail listserv and eight (8) online communities. This is an opt-out benefit available automatically to all members unless they choose to unsubscribe. Members who allow their membership in FPA to lapse will be unsubscribed until membership is reinstated. The goal is to promote communication among members of FPA on a variety of topics pertinent to psychologists. These policies are consistent with APA’s listserv usage rules.

The listserv/online community may be utilized for the following types of discussion:

* General advice from other members about psychological topics, areas and issues.
* Questions about the business of practice building and maintenance (with the exception of service fees).
* Discussion regarding research, publications and issues pertinent to psychological research and practice.
* Inquiries for information about where to refer clients or requests for referrals.
* FPA Chapter meeting notices, FPA Committee meeting notices, FPA Continuing Psychological Education programs (CPE).

All postings shall pertain to psychologists and psychological issues and shall be limited to the five (5) topics listed above.

How the Listserv Works:

Posting to the Listserv: To submit a post, simply type an email to the listserv. Address the email to: “Name of the listserv”@lists.apapractice.org” in the address line. (Example: FLPAMEMBERS@lists.apapractice.org)

Tips:

* Use plain text only.
* Type directly into the email.
* Avoid copying and pasting from Microsoft Word (use Notepad) at all costs to avoid unwanted, random code from appearing in your message.

(The listserv functions using plain text only, so fancy graphics, fonts, colors or backgrounds create messy posts full of random HTML code)

Replying to the Listserv: All replies to listserv posts automatically go back to the original “Sender” of the message. If you wish to post your response to the entire listserv, you will need to hit “Reply to All” on your toolbar. (This will eliminate messages being accidentally posted to the entire list that were actually meant for the sender only.)

The Digest Version: If you do not wish to receive messages throughout the day, request the digest version. With the digest version you will receive all the messages in a day in one daily e-mail alert.

To Opt-Out of the Listserv: If you decide you no longer wish to receive this benefit, simply e-mail our Manager of Marketing and Communications with your request.

How the Online Communities Work:

Refer to the [My Glue Member Engagement Hub](https://www.flapsych.com/sites/default/files/content-files/My%20Glue%20%5BEnd-user%20How%20to%20Guide%5D.pdf)

Rules:

To be valuable to all members, good professional judgment is necessary for a successful listserv/online community. To protect the image, reputation, and interests of FPA, several rules regulating the use of the listserv and online communities

FPA reserves the right to deny access without notice to a member who violates one or more of these rules and reserves the right to remove any postings which it concludes, in its sole discretion, are inappropriate. Participants are expected to read this document and adhere to the policies contained herein. The reason is to protect FPA, our members, and to foster constructive communication.

Questions regarding these policies may be directed to FPA’s Executive Director at executivedirector@flapsych.com or 850-656-2222.

**Individuals or organizations may not use the FPA listserv for commercial purposes**. When used for evaluating messages, the word "Commercial" means communications whose primary purpose is to advance the business or financial interests of any person or entity, or to directly or indirectly promote a financial transaction for the benefit of the author. This is construed to include, but is not limited to, the advertising of products or services, notices regarding the rental or sale of office space, or direct solicitations to purchase products or services. **Members can post commercial information on the Classified Ad online community ONLY.**

Inquiries about doubtful issues may be sent to the Executive Director for the final decision.

Examples of messages that may be of financial benefit to listserv/online community members but are not prohibited because they do not inure to the financial benefit of the author, include informal job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to list members but may also have some incidental commercial benefit to the sender (e.g., an author who is a list member merely advising the list of publication of a professional book typically would not be "commercial" for purposes of this restriction.)

**Postings of formal job advertisements are prohibited**. Informal advertising or brief notices of jobs available are, however, permitted. (An example of an informal advertisement is: "We have an opening for a licensed psychologist in our office. Please contact me backchannel for details.")

Members may share one-time postings of events, workshops, and conferences related to psychology or mental health issues. The singular exception is if any such event competes with a major FPA event, such as the Annual Conference. Only postings that provide useful and professionally relevant information are permitted, provided they do not constitute direct marketing or advertising.

**Members should limit promoting CE or other professional events sponsored by organizations other than FPA or its affiliates.** However, when certain events, workshops, or other opportunities are professionally relevant and do not directly inure to the benefit of the author of that posting, members may issue a single posting about the event limited to the information below, so that all events receive equitable attention.

* Title of Program/Workshop/Event
* Name of Speaker(s), if relevant
* Name of Organization Sponsoring Event
* Date/Time/Location
* Brief description of event, limited to a short paragraph or a few sentences
* Web link where one may obtain more information

Do not include the entire flyer or other extensive details. Simply direct the reader to where he/she can obtain that information.

**Differences of opinion** are encouraged as long as discussion is aired in a courteous and respectful manner. Personal attacks on, or derogatory comments about fellow members are prohibited.

The Executive Director will contact individuals who do not use the listserv in a manner that is professional and respectful of list members. The definition of “unprofessional” behavior and the consequences of displaying unprofessional and disrespectful behavior are stated below.

**Unprofessional behavior** is defined as any behavior that may be construed as being unsupportive of or disrespectful to listserv members or creating a hostile environment. Examples of unsupportive or disrespectful behavior or behavior that contributes to the creation of a hostile environment include, but are not limited to: hostile or sarcastic responses to a list member’s posting; negative remarks about a list member’s character or motives; repetitive postings; postings that contain statements that distort or misrepresent an event; postings that clearly address a relational issue with a specific list member; postings that are not obviously relevant to the purpose of the listserv.

**Constructive criticism and dissenting positions are not considered “unprofessional behavior.”** Comments that express a negative evaluation, but which do not explicitly offer alternative resources or a helpful course of action or do not ask for engagement are considered unsupportive or disrespectful. Some examples are cited below. These examples are neither all-inclusive nor exhaustive.

Unprofessional: “Obviously someone hasn’t been keeping up with the field,”

*Professional: “What about the latest findings from X – might those be something that you might explore? I’d be very much interested in hearing your thoughts about those findings.”*

Unprofessional: “Taking this approach is deceitful and misleading.”

*Professional: "I disagree with this approach. In my opinion, our clients (or members) would be best served by going about it this way [step 1, step 2, and step 3]."*

Unprofessional: “Those in leadership are just trying to hide things from the membership.”

*Professional: “I don’t recall seeing this information anywhere. Can someone tell me where I might be able to access this information, or when it might become available to the membership?”*

Unprofessional: “I asked you questions on the listserv and you didn’t respond. You are being sneaky and devious.”

*Professional: “I asked you a question on the listserv and you didn’t respond. It makes me feel out of the loop and lacking basic information on issues about which I am very concerned. Please tell me how I can obtain this information. Alternatively, is there a reason why this information is not available to me?*

Unprofessional: “The leadership of the state organization is taking it in a wrong direction without the consent or awareness of its members.”

*Professional: “I understand that the FPA is pursuing XYZ initiative and I do not support it. I would like to have more information about this initiative. Where can I find that information? I don’t know if other members have greater awareness than I or less awareness than I of this initiative.”*

Unprofessional: “The leadership of the state organization is showing the same duplicitous behavior that the leadership of the national organization did.”

*Professional: “I believe that the leadership of FPA is concealing its XYZ agenda. Is it?*

Unprofessional: “That email is stupid and the writer is an idiot.”

*Professional: “That email seems to express the writer’s attitude rather than contributing anything of substance to the dialogue on this issue.”*

**Unauthorized distribution of copy written material is prohibited.**

**Criticism of the FPA Central Office staff is not allowed.** Complaints regarding staff performance should be directed to the Executive Director. Complaints regarding the Executive Director should be sent to the FPA President.

**Any postings, including jokes or comments intended as humor or satire, which denigrate, show hostility or aversion** towards or are otherwise offensive to an individual’s sex, gender, race, color, religion or faith, pregnancy, marital or family status, age, ancestry or national origin, military service or status, and disability are all strictly prohibited.

**Statements regarding political views and social issues are permitted when related to FPA’s mission.** If uncertain about your intended posting, please check it first with the Executive Director, for a final decision. Messages requesting others to advocate for issues that are not on FPA’s agenda are not to be placed on FPA’s listserv/online community, no matter how worthy the cause.

**Release of otherwise confidential information is prohibited.**

**Messages may not be forwarded to or shared with people outside of FPA** since the listserv/online community is a member benefit. Members need to know they can express themselves freely.

**Discussion regarding setting or establishing fees for service (e.g., how much do you charge per hour?) is expressly prohibited, pursuant to federal law.**

**Use of the listserv or online community to promote candidacy for affiliate or state level leadership roles is prohibited**.Likewise, endorsements of candidates for local, state or federal offices or positions are prohibited. (It’s a pesky IRS rule, which goes to the heart of our tax status.)

Personal responses, “pass alongs,” issues off topic to psychology, general “thank you”, and private comments to an author should be made back-channel to reduce “clutter.”

There will be no postings of virus or worm warnings or chain letters even if they purport to support worthy causes. All participants must strive to keep their virus protection programs current.

Remember that once you hit “Send” your message is memorialized and cannot be retracted. Try not to send anything that you will/may regret in the morning.

**Failure to adhere to the rules may result in your removal from the list.** The process for removal from the list is as follows:

A warning will usually be sent to the violator with a reminder of the rules and explanation of the violation. In the case of a second warning, the Executive Director will usually inform the violator of the nature of the violations and will indicate that a third violation will result in suspension from the listserv/online community for six months. In the case of a third violation, the person will usually be suspended for six months.

After a person has been suspended from the listserv/online community for six months, they may be eligible to re-subscribe. A reapplication for listserv/online community privileges will be made to the Executive Director. Reapplication does not guarantee immediate reinstatement. If reinstated, prior offenses will be disregarded, and the violation procedure will start again. If not reinstated, the rational for the decision will be sent to the member. Decisions not to reinstate a member shall be reviewed and approved by the Executive Committee prior to notification to the member.

In egregious cases, the Executive Committee in the sole exercise of its discretion, can immediately suspend the violator without following the disciplinary steps listed above.

**Disclaimers:**

FPA assumes no responsibility for the content of the messages posted to the listserv/online community. The thoughts, opinions, and positions expressed on the listserv/online community are solely those of the individual authors and are not endorsed by FPA, its Board of Directors, or Executive Director. FPA assumes no liability for any libelous, misleading, inaccurate or otherwise improper information, all responsibility and liability for the content of a message rest with its author.

Participation on the listserv/online community is a privilege and FPA retains the right to deny access to a member who violates the policies contained herein at any time.

Members hold harmless and indemnify FPA, its Board of Directors, Executive Director, and all its other agents and representatives, from and against any claims, complaints, or causes of action for any damages, losses or expenses which arise out of, or are related to, either directly or indirectly: (1) any libelous, misleading, inaccurate or other improper comments a member posts; (2) those that are posted about members by anyone else; and (3) any other use of the FPA listserv/online community by members.

Members bear responsibility for keeping e-mail addresses current with Central Office. Central Office is not responsible for tracking this information.