

3 **Florida Psychological Association Policy Document Table of Contents**

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30		

1 **FLORIDA PSYCHOLOGICAL ASSOCIATION - POLICY DOCUMENT**

2
3 The FPA policy document shall be reviewed for any needed changes, and adopted at a board meeting each
4 calendar year. This document, as adopted, shall be part of the minutes of the meeting and shall be available upon
5 request to the members. Changes or additions adopted throughout the year shall be included in the document,
6 and noted with the date of the change or addition. The FPA Mission Statement, which relates to the Constitution,
7 appears first.

8
9 Once adopted, all previous versions of the FPA Policy Document adopted by the Board, Executive Council or
10 Executive Committee at any time in the past are hereby rescinded and made null, void and of no effect.

11
12 The Executive Director will be responsible for reminding the President and Board of Directors of the requirements
13 of this document and the Bylaws. The provisions of this policy document must be followed unless changed by the
14 Board of Directors. The requirements of the bylaws must be followed unless changed by the membership. This
15 document shall explain, but not override, the Bylaws of the Association. In the event of a conflict between the
16 two documents, the Bylaws shall control and the conflict will be submitted to the board. The Executive Director
17 and chair of the Bylaws and Policy Review Committee will review the minutes after each Board of Directors
18 meeting and revise the Policy Document accordingly. The revised Policy Document will be provided to the Board
19 of Directors at the next meeting.
20

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23
24 **MISSION STATEMENT**

25
26 The mission of the Florida Psychological Association shall be to advance psychology as a science and profession
27 and as a means of promoting health and human welfare; by the improvement of the qualifications and usefulness
28 of psychologists through high standards of ethics, conduct, education, and achievement; to increase and diffuse
29 psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications;
30 and to advance scientific interests and inquiry; and the application of research findings to the promotion of health
31 and the public welfare.
32

1 **MEMBERSHIP**
2 (Bylaws, Section II)
3
4

5 Non-Discrimination

6 It is the policy of FPA not to discriminate in membership or employment on the basis of religion, race, gender, age,
7 ethnic background, national origin or sexual orientation.
8
9

10 Membership Categories

11 FPA has established the following membership categories:

- 12 1. Regular
- 13 2. Active Duty Military
- 14 3. Associate
- 15 4. Retired
- 16 5. Out of State
- 17 6. Student
- 18 7. Student Affiliate
- 19 8. Affiliate
- 20 9. Federal
- 21 10. Senior Psychologist
- 22 11. Semi-retired Psychologist

23 (revised 8/16)

24 Added 11/19 Faculty Liaison: free FPA membership, 1 per academic program
25
26

27 Application Process

- 28 1. A person seeking membership with FPA must submit an official application form to Central Office. The
29 applicant may submit the form in person, online, via fax, or via mail. The application must include
30 payment for the first year dues amount in order to be processed. This dues amount is nonrefundable,
31 even if the applicant is not accepted into FPA.
32
- 33 2. The Central Office shall make a preliminary review of each application to verify that all information has
34 been supplied as requested. Payment is then processed and the applicant's information is entered into
35 the FPA database. This date of entry shall become the applicant's anniversary date if he or she is
36 ultimately accepted as a member.
37
- 38 3. Central Office shall send a letter of acknowledgement to each applicant. Those applicants who satisfy the
39 requirements of the initial review shall be activated in the database, which entitles them to membership
40 benefits, other than the ability to vote or hold office. Applicants who fail to meet the requirements of the
41 initial review are not activated in the system and shall not be entitled to benefits until they are accepted
42 into FPA.
43
- 44 4. Central Office shall regularly forward applications to the Membership Chair for more detailed review.
45
- 46 5. The Membership Chair shall review each application. If documentation presented by an applicant is not
47 adequate, the Membership Chair will so inform the applicant and may request additional information that
48 will allow a judgment about the applicant's qualification for membership (i.e. a transcript from their

1 University, a catalogue description of their program of training, a letter from the Chair of the program),
2 etc.

- 3
- 4 6. When the Membership Chair determines that an applicant is eligible for membership, the Chair shall
5 recommend that the Board of Directors accept the application.
6
- 7 7. When the Membership Chair determines that an applicant is clearly not eligible for membership, the Chair
8 shall recommend that the Board of Directors reject the application.
9
- 10 8. When the Membership Chair is unable to determine eligibility for membership, the Chair shall present the
11 case to the Board of Directors for acceptance or rejection.
12
- 13 9. Central Office shall notify all applicants in writing of the Board of Directors' decision. Applicants who are
14 not accepted into membership shall not be given an explanation.
15
- 16 10. In all cases, the burden of proof of eligibility for membership rests with the applicant.
17

18 It is the policy of the Florida Psychological Association that the names of applicants for membership who are
19 rejected and the reason(s) for rejection shall not be revealed to any individual outside of the Board, except, as
20 needed, to FPA legal Counsel or as required by the legal system.
21

22 Change in Status / Circumstance

23
24 Members who have a change in circumstance that will affect their membership status are required to notify
25 Central Office of this change by the end of their membership year.
26

27 **Associate Members**

28 Associate members who obtain a license to practice psychology in Florida shall notify FPA Central Office of this
29 event. The associate member shall become a regular first year member of FPA without having to go through
30 another application process.
31

32 **Students**

33 Student members who receive their doctoral degrees may renew at the student rate for one additional year as
34 long as they are working to complete post-doctoral requirements for licensure. After that year, they must apply
35 for and be accepted as associate members if not yet licensed, or regular members if licensed. A member may
36 request one additional year of student member status from the Executive Director if they have not yet satisfied
37 their requirements for licensure. Failure to apply for membership will result in membership expiration.
38

39 **Regular**

40 Regular members who no longer hold a license to practice psychology in Florida shall notify FPA Central Office.
41 The regular member will be reclassified as an associate member. The Board of Directors has the right to review
42 the member's right to remain a member in cases where the loss of license is a result of disciplinary action by the
43 Florida Board of Psychology.
44

45 **Student Affiliate**

46 There shall be a class called student affiliates who are not Regular, Associate or Affiliate members of the
47 Association. A student affiliate shall be a graduate or undergraduate level student majoring in psychology, in good
48 standing. Student affiliates are entitled to access to the members-only section of the website and to other
49 benefits as determined by the Board of Directors. Student affiliates will not receive hard-copy publications;

1 however these documents may be viewed and downloaded from the website. Student affiliates may not, as a
2 group, elect one voting member to the Board of Directors, shall not otherwise have voting rights and shall not
3 otherwise hold elected office in the FPA. Student members shall have other such rights and privileges as may be
4 approved in policy by the Board of Directors.

5
6 **Affiliate Member Qualification.**

7 An affiliate member shall be a person, not licensed as a psychologist pursuant to Chapter 490, F.S., who holds a
8 master's degree in Industrial Organizational Psychology or School Psychology from an institution of higher
9 education fully accredited by a regional accrediting body recognized by the Council on Higher Accreditation or an
10 institution which is publicly recognized as a member in good standing with the Association of Universities and
11 Colleges of Canada in Industrial/Organization Psychology or School Psychology. The member must reside and/or
12 work in the state of Florida. Affiliate members shall have all rights and privileges of the FPA except voting rights
13 and holding elected or appointed offices or Chairs in the FPA governance including the Board of Directors and a
14 Regional Chapter. Affiliate members may apply for regular membership status upon becoming licensed as a
15 psychologist pursuant to Chapter 490 F.S., or otherwise meeting qualifications as outlined in these Bylaws.

16
17 **Federal Member Qualification.**

18 A Federal member shall be a person, not licensed as a psychologist pursuant to Chapter 490, F.S., who holds a
19 license to practice psychology in another state at the Doctoral level and works as an employee or contractor with
20 the Veterans Administration, a branch of the United States Military, or an agency of the Federal government. The
21 member must reside or work in the state of Florida. Federal members shall have all rights and privileges of the
22 FPA including voting rights and holding elected or appointed offices in the FPA governance including the Board of
23 Directors and a Regional Chapter. Federal members may apply for regular membership status upon becoming
24 licensed as a psychologist pursuant to Chapter 490 F.S., or otherwise meeting qualifications as outlined in these
25 Bylaws.

26
27 Federal members who obtain a license to practice psychology in Florida shall notify FPA Central Office of this
28 event. The Federal member shall become a regular first year member of FPA without having to go through
29 another application process.

30
31 Retired Members

32 A Retired member is 65 or over, no longer active as a psychologist, has given up their license and has been a
33 member of a state psychological association for at least the past five years.

34
35 Senior Psychologist

36 A Senior member is 65 or over and has been a member of a state psychological association for at least twenty
37 years.

38
39 Semi-retired Psychologist

40 A Semi-retired members is 65 or over and has been a member of a state psychological association for at least five
41 years. They have continued to be licensed and/or employed less than 20 hours per week.

42 (above three sections revised 8/16)

43

DUES
(Bylaws, Section III)

Amount of Dues

The dues of the Association shall be determined by vote of the Board of Directors and may be changed without a membership vote. The annual dues for membership in FPA are as follows:

Regular Member

- First year regular member - \$187.00
- Second year regular member ---\$244.00
- Third year regular member - \$302.00
- Fourth year and above regular member - \$354.00

Associate Member \$221.00

Out of State Member - \$215.00

Retired Member - \$71.00

Senior Psychologist \$212.00

Semi-retired Psychologist \$142.00

Active Duty Military - \$164.00

Student members - \$37.00

Affiliate members - \$354.00

Federal Members - \$354.00

(revised 8/16)

Sustaining Member

Members may become "Sustaining Members" 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 CPE events, home study orders and merchandise; and recognition in all FPA publications.

Division and Special Interest Group Dues

Division and Special Interest Group dues are set by each Division and Special Interest Group. These dues amounts are collected at the same time FPA dues are collected. Dues for these entities are \$10 each.

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 the 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 granted for more than one year.

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Dues Notices

The annual FPA dues notice shall be mailed or e-mailed 3 months 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. Payment received after the due date is considered late.

Late Payment

Members who submit their dues payment more than 30 days but less than 120 days after the due date shall be assessed a \$40 late fee. Members who submit their dues payment more than 120 days but less than 364 after the due date shall be assessed a \$75 late fee. Members who are more than 30 days late shall be inactivated in the database and considered “dropped.” Dropped members shall be denied all benefits of membership until payment is received.

Resignation

Failure to pay dues 12 months or more after the due date shall constitute voluntary resignation. Members wishing to renew after 12 months shall be assessed a \$99 reinstatement fee. Members who have voluntarily resigned for non-payment may reinstate their membership within three (3) years without having to reapply. They simply need to pay their dues and the reinstatement fee.

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 his second year may renew after paying third year regular membership dues.)

A member may seek reinstatement after voluntary resignation only once.

MEETINGS
(Bylaws, Section V)

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Programs

FPA programs should strive to be doctoral-level presentations.

Smoking in meeting rooms at FPA functions and workshops is prohibited as required by law.

Fees

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

Members of other APA affiliate psychological associations, who do not live or work in Florida, shall receive the FPA member rate at FPA workshops, unless their association does not offer their member rate to FPA members.

Marketing

Except for FPA professional meetings, attendance for FPA CE programs can be marketed to other mental health practitioners, unless deemed inappropriate. The Continuing Education 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 FPA Education Chair or his or her designee.

FPA will not co-sponsor CE programs with other organizations except with the expressed approval of the Education Chair or his or her designee.

PUBLICATIONS

The Publication Committee

The Publication committee is a standing committee comprised of a chair, a member editor, two other members with expertise related to publishing and an ex-officio member chosen by the Executive Director of the Florida Psychological Association.

The Publication Committee shall:

- a. Oversee the content format of the Florida Psychologist, The Florida Psychological Association Update and other publications produced by the Florida Psychological Association.
- b. Develop policies and procedures concerning publication content.
- c. Develop policies and procedures regarding advertising content.
- d. Set advertising rates.

Publication Committee Chair

The publication committee chair is chosen by the president of the Florida Psychological Association with approval by the board of directors. This position is a one-year term renewable by the board of directors.

Member editor

The member editor will be chosen by the publication committee under the Board of Directors approval for a two-year term renewable at the discretion of the Board of Directors. He/she has authority to accept or reject submission within the context of adhering to FPA policy. It is expected the editor will seek the advice of the publication committee with controversial submissions. The committee has the power to override the editor's decisions on policy matters and in the best interest of the Florida Psychological Association.

Articles

The Editor shall work with the FPA Communications Coordinator to establish deadlines and procedures for article submission. 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 the Florida Psychological Association.

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 & elections, member news, chapter news), 4) Columns and articles by FPA Committee Chairs or FPA members on issues not covered above, 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 published FP deadline. The Editor reserves the right to delay or refuse submitted letters.

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OTHER MEMBER BENEFITS

Endorsed Programs

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

AWARDS

General

It is the intention of the Florida Psychological Association to recognize deserving members who have made outstanding contributions to the FPA and the field of psychology at its yearly convention.

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 the FPA website link to determine whether that member has already received that particular award. Distinguished Psychologist and Lifetime Achievement Awards may only be received once.

The nominators should provide information to the 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 post doctoral 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 awards committee is authorized to nominate additional recipients. In the event a member of the 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 committee will select the nominee that has not previously received the award when the merit of their contributions are approximately equal.

Committee

The 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 awards committee is an autonomous committee that is not required to seek ratification of its decisions by the Board.

Procedure

The FPA shall solicit nominations from the membership each year for the awards and their corresponding requirements for consideration. The awards committee may assign a deadline for submission of nominations. The FPA 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. The Central Office shall forward copies of all nominations to the awards committee members. The 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.

1 Award Categories

2
3 **Child, Adolescent and Family Division Outstanding Member:**

4 Awarded to a psychologist or student member who has made a significant contribution to the field of
5 child/adolescent/family psychology on a local or state level. Students may self nominate with the endorsement of
6 the supervisor attesting to their qualifications. The Child, Adolescent and Family Division is expected to offer a
7 nomination for this award while nominations from outside the division are encouraged.

8
9 **Dr. Michael B. Spellman Award for Ethical Contributions to Psychology:**

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

13
14 **Early Career Contributions to Psychology:**

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

17
18 **Outstanding Contributions to FPA:**

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

22
23 **Outstanding Contributions to Psychology in the Public Interest:**

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

28
29 **Psychologist of the Year:**

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

35
36 **What a Woman:**

37 Awarded by the Women's Issues Special Interest Division to a psychologist who has made significant contributions
38 to FPA and the profession of psychology. This award may be given to a male or female. While this Division is
39 expected to provide a nominee, nominations may come from those outside the group as well.

40
41 **Lifetime Achievement Award:**

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

45
46 **Outstanding Chapter Member of the Year:**

47 The chapters are the lifeblood of FPA. Without a strong chapter foundation, FPA cannot be successful in its
48 mission to serve psychologists in Florida. There are many people who serve in essential roles at the chapter level
49 who may not seek a state office or recognition; nevertheless, they are essential to the success of FPA overall.

1 Many chapters already recognize their outstanding members on an annual basis at a chapter event; the purpose
2 of this recognition is to encourage all chapters to do this so that FPA can show appreciation for their contributions
3 at the FPA Annual Convention as well. Each chapter should conduct a nomination process similar to that used at
4 the state level to process awards. Each chapter should then forward their awardee to the FPA Awards Committee
5 for recognition. The criteria and qualifications should be forwarded to the FPA Awards Committee so the chapter
6 award recipients may be properly recognized for their contributions at the summer convention. The FPA Awards
7 Committee will abide by the decision of the chapter in selecting their award recipient. The goal is to recognize one
8 person per chapter at the convention.

9
10
11 Board of Psychology

12 FPA will award a plaque of appreciation to all members of the Board of Psychology when they leave office.
13

14
15 **DISTINGUISHED PSYCHOLOGIST**

16
17 Criteria

- 18
19 1. A member in good standing of the Florida Psychological Association.
20
21 2. Has made significant ongoing contributions to the Florida Psychological Association, to advancing the mission
22 of FPA, and to the profession of psychology as a member of FPA.
23
24 3. Is nominated to this category by a separate committee comprised of current distinguished members.
25

26
27 Procedures for naming Distinguished Psychologists:

- 28
29 1. The Immediate Past President appoints a Nominating Chair from within the group of distinguished
30 psychologists; that Nominating chair gathers a committee of at least four Distinguished Psychologists. The
31 Immediate Past President may not serve as chair, but may serve on the committee if they are a distinguished
32 psychologist.
33
34 2. The committee solicits nominations from other Distinguished Psychologists.
35
36 3. A person may be named "Distinguished Psychologist" only once.
37
38 4. The nominator completes a nomination form and forwards it to the Nominating Chair.
39
40 5. The committee reviews nominations and recommends people to be honored as Distinguished Psychologists.
41
42 6. The committee may select more than one Distinguished Psychologist per year.
43
44 7. Funding for this process will come from the awards budget.
45
46
47

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 the FPA Central Office.
4. An endorsed program can be duplicated by other FPA members in other Florida counties.

1 **BOARD OF DIRECTORS**

2 (Bylaw, Section V)

3
4 **Board Meetings**

5 The Board shall meet twice annually, at the Summer Convention and in the fall. The Board shall communicate
6 electronically in the interim. The Board may conduct business or votes via phone, fax, or email.

7
8 At each regular meeting routine and special business will be conducted. An agenda will be distributed prior to
9 Board meetings.

10
11 The Association will use Keesey's Modern Parliamentary Procedure. The President-Elect shall serve as the
12 Association's parliamentarian.

13
14 A statement of fiscal impact must be presented with any motion to be considered by the Board.

15
16 A board member who wishes to submit a motion that affects the mission of any committee should first present
17 the issue to the appropriate committee for consideration before the issue may be raised in board meeting.

18
19 A board member who wishes to submit a motion that affects FPA bylaws should first present the issue to the
20 bylaws committee for approval. The bylaws committee shall seek consultation for any committee that may be
21 affected by the proposed motion, and consult with the executive committee.

22
23 Board meetings shall be open to all members of the Association and student members, unless the Board votes to
24 close the meeting. However, that portion of Board meetings relating to membership applications shall be closed
25 except to Board members and staff. Other guests may attend by invitation.

26
27 Copies of Board Minutes shall be provided to members upon request.

28
29 The Board's role is to insure that the mission, objectives, and goals of FPA are carried out through FPA's
30 committee structure. The Board will provide structure and direction, set policy, monitor and review committee
31 functioning, assess results, and determine accountability. Suitable tasks will be assigned/delegated to the proper
32 committees. Committees will submit their recommendations to the Board for ratification.

33
34 Smoking in meeting rooms at FPA functions and workshops is prohibited.

35
36 **Composition**

37 The student section shall elect a president who shall serve one year as president-elect and the subsequent year as
38 president. That person shall be entitled to vote.

39
40 The Early Career Psychologist network chair will serve in a voting role (BOD vote 1/16/18) to provide reports of
41 ECP initiatives and updates at the Board of Director meetings. (added 3/17)

42
43 The number of apportionment of Chapter Representatives for the following year will be set at the summer
44 meeting of the Board in order to facilitate the timely election of Chapter Representatives from each locality.
45 Chapters shall notify Central Office of the names of any new officers and representatives within 30 days of any
46 election but no later than January 31 of each year.

1 Attendance

2 Members of the Board of Directors who are unable to attend Board meetings may designate in a letter with
3 signature by mail or fax to the Executive Director a substitute from their chapter or committee who shall have the
4 same privileges and voting rights of the member they are representing and shall be reimbursed for expenses the
5 same as the regular member.

6
7 Expense Reimbursement

8
9 **FPA Meetings**

10 Board members may seek reimbursement for one night of hotel room and tax if traveling more than 60 miles each
11 way. Board members are required to stay at the site selected by FPA in order to be reimbursed for this expense.
12 (Approved April 23, 2014)

13
14 Board members may seek reimbursement for travel to Board meetings if traveling more than 60 miles each way.
15 Board members may seek reimbursement for air fare, car rental, or mileage at the Federal rate up to a maximum
16 amount of \$350.00. The Executive Director may approve requests for reimbursement exceeding \$350 if the
17 request is made no less than 30 days in advance of the event. (Approved April 23, 2014)

18
19 Committee chairs, Chapter officers or other members who are invited to attend Board of Directors meetings by
20 the FPA president may seek reimbursement as outlined above if authorized by the finance committee at least 30
21 days in advance. (approved April 23, 2014)

22
23
24 **Other Expenditures**

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

28
29 FPA will not reimburse officers, Board members, committee members, chapter officers or other members for
30 secretarial services, except with special permission of the finance committee in advance.

31
32 **Reimbursement Process**

33 Board members must submit reimbursement requests to Central Office using the "Expense Reimbursement
34 Form" within 45 days of the event in order to be reimbursed. Requests received after the deadline will not be
35 processed. Board members may not request reimbursements after February 1 for expenses incurred in the prior
36 fiscal year. (Approved April 23, 2014)

37
38 **Budget**

39
40 The Treasurer, in coordination with the Finance Committee and the Executive Committee, shall finalize a
41 proposed budget for the following year. The Board will ratify the budget no later than December 15.

42 FPA members who volunteer and serve in official capacities for FPA, and who are allocated funds for travel and/or
43 expenses, but are not paid a salary or fee for their personal services, may apply to be reimbursed for
44 unanticipated overages of their allocated funds, not to exceed 20% or \$250, whichever is lesser. Such application
45 is to be made, in writing, to the Treasurer who, after consultation with the President, may approve or disapprove
46 the disbursal of the requested amount without further consultation. The decision of the Treasurer shall be final
47 and without appeal. Volunteers may make such application for reimbursement no more than once within any
48 two-year fiscal period. Requests for reimbursements exceeding the 20% (or \$250) amount or frequency must be

1 approved by the full Board. Volunteers are encouraged to plan their activities carefully and, if they anticipate the
2 possibility of overages, to request pre-approval of a budget variance from the Board before engaging in the
3 activity.

4 Funding Overage Fund: Funding for overages shall be provided for by the inclusion in each fiscal year's budget an
5 Overage Fund, not to exceed one-half of one percent (0.5%) of the total approved annual budget expenditure, to
6 be drawn upon as noted. Funds remaining at the end of one fiscal year shall be carried forward to the next year's
7 Overage Fund the final amount to be adjusted to establish that year's 0.5% fund.

8
9

10 **OFFICERS**
11 (Bylaws, Section VI)

12
13 Terms of Office

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

16
17 It is the intention of the bylaws to have the President, the President Elect, and Immediate past president positions
18 be held by different persons.

19
20 President

21 The President shall be the chief elected officer of the FPA and shall oversee all of the affairs of the FPA. The
22 President shall preside at all meetings of the members and of the Directors except as otherwise provided for in
23 the Bylaws or the Policy Document of the FPA. The President may sign, where required, all documents and
24 instruments on behalf of the FPA. The President shall be the immediate supervisor to the Executive Director. The
25 President serves as ex-officio member of all Boards and Committees.

26
27 President-Elect

28 The President-Elect of the Association or their designee shall serve as the liaison to the Student Section.
29 FPA President-Elect shall be responsible for overseeing Chapter Development activities.

30 The President-Elect shall serve as chair of the CPE Programming Subcommittee. The CPE Programming
31 Subcommittee shall be responsible for oversight of all programs and educational presentations coordinated by
32 the Association.

33
34 Treasurer

35 The Treasurer shall prepare annually a financial report addressing FPA Investments, yields, risks, and a total return
36 which shall be presented at a meeting of the Board. Based on this report, the Finance Committee shall develop
37 and review yearly an investment plan to provide guidance in allocation of FPA assets.

38
39 The Treasurer will propose investment options and/or strategies. A yearly report will be made to the Board of
40 Directors detailing the nature of investments and their returns. The Treasurer shall prepare quarterly reports to
41 the Board outlining income, expenses, association assets and return on any association investments. This report
42 shall be mailed to the Board no less than two weeks prior to a scheduled Board meeting. The Treasurer shall also
43 maintain responsibility for developing an annual plan for generating revenue for the Association. The Treasurer
44 may designate additional Board members to assist in the development of Treasurer's reports and a revenue
45 generation plan.

46
47 The Treasurer shall be a member of the CPE Programming Subcommittee.

48

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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. 1. Only Regular, Active Duty Military, Federal, First Year Licensed, Second Year Licensed, Third Year Licensed, Senior, Semi-Retired and Retired members in good standing are eligible to nominate, vote or hold office in FPA.
2. A member is not in good standing when their dues payment is 30 days late.
3. The FPA Central Office shall generate a list of members in good standing on the first day of the month during which the call for nominations is published. Members whose names do not appear on the list shall not be eligible to nominate a candidate or run for office.
4. A member who elects to reinstate his or her membership by paying dues after the list is generated shall not be entitled to nominate or run for office, however, they will be allowed to vote in the election.
5. The FPA Central Office shall generate a second list of members in good standing on the first day of the month during which the elections ballots are mailed. Members whose names do not appear on the list shall not be eligible to vote.
6. A member who elects to reinstate his or her membership by paying dues after the list is generated shall not be entitled to vote in the election that year.
7. To be eligible for nomination as an FPA officer at the state level, the nominee must have held a leadership position in a division, special interest group, or chapter as an officer, chapter representative to the Board of Directors, or member of a FPA chapter or state-level standing board or committee for no less than one year.

Nominations Process

1. A call for nominations for President-Elect and Secretary or Treasurer shall be published in the Summer issue of the 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. (revised 8/16)
4. Eligible members may only submit one nomination form. If an eligible member submits more than one nomination form, only the first one received shall be counted.
5. Members may nominate only one candidate for each office.

- 1
- 2 6. Members must sign and legibly print their name in order for the nomination form to be counted. This rule
- 3 is needed so that staff can verify the member’s eligibility to vote. Forms that do not contain a signature
- 4 and legibly printed name will not be counted.
- 5
- 6 7. Nominations must be received on or before the stated deadline as stated in the call for nominations.
- 7 Nominations received after the deadline shall not be counted.
- 8
- 9 8. Nomination forms shall be counted by the FPA Executive Director, who shall attest to the accuracy and
- 10 validity of the results. The results shall be forwarded to the Elections committee.
- 11
- 12 9. Any interested member, including candidates, may get an update of the number of nominations received
- 13 and the named candidates by calling Central Office; however, information regarding who sent in a
- 14 nomination and whom they nominated shall remain confidential.
- 15
- 16 10. The campaign rules stated below apply to interested candidates seeking to be nominated for office as well
- 17 as those nominated.
- 18
- 19 11. Candidates must receive a minimum of 10 nominations in order to be placed on the ballot.
- 20
- 21
- 22

23 Elections Committee

- 24
- 25 1. The Elections/Nominations Committee shall consist of the Immediate Past President, as Chair, and the
- 26 four Past Presidents immediately prior to that, provided they are still members. In the event any or all of
- 27 the Past Presidents are unavailable, the Chair shall go back in succession until the committee consists of
- 28 five (5) members.
- 29
- 30 2. The Chair shall contact all candidates receiving ten nominations to verify their acceptance of the
- 31 nomination. Candidates who accept the nomination shall be placed on the ballot.
- 32
- 33 3. If an office does not have anyone receiving at least ten nominations, the elections committee will solicit
- 34 and select at least two candidates.
- 35
- 36 4. If an office has only one person receiving ten nominations, then that person runs without opposition. No
- 37 one may be added to the slate.
- 38
- 39 5. The elections committee shall not add a ‘Write In’ option to any slate.
- 40
- 41 6. The elections committee shall ratify the slate of candidates and notify Central Office.
- 42
- 43

44 Elections Process

- 45
- 46 1. The Elections Committee shall create a set of questions for nominees for President Elect to answer. The
- 47 questions shall address issues that are relevant to FPA. Candidates shall have up to 14 days to submit their
- 48 answers to FPA Central Office. Answers must be submitted electronically. Central Office shall distribute
- 49 the answers to the membership via the website or FPA Update when the ballots are sent.

- 1
2 2. Candidates may submit via electronic mail a one page (8.5" x 11") single-sided statement for inclusion
3 with the ballot. The statement must be received by the stated deadline in order to be included;
4 statements received after the stated deadline will not be included. The statement must be written in 12-
5 point font and may include a photograph. The statement may include factual information concerning the
6 candidate's background, credentials and offices held which may relate to experience or qualifications for
7 FPA office. It may also contain the candidate's goals and plans for the association, positions on issues
8 facing the association, and listings of endorsements of individuals supporting the candidate, none of
9 whom may be current Executive Committee or Elections/Nominations Committee members. The
10 Elections/Nominations Committee will review statements received to insure conformity to the criteria
11 above. The committee has the authority to edit, approve and deny all submissions.
12
- 13 3. Central Office shall distribute ballots and any candidate statements to all eligible voting members no later
14 than October 31. The packet shall also contain the election rules and a return ballot envelope. In the
15 event there are more than two candidates for one office, the packet shall also include a description of the
16 use of the Ware System and the importance of utilizing the system as instructed.
17
- 18 4. Members shall have up to 30 days to respond from the date the ballot is distributed. Ballots received
19 after the deadline will not be counted.
20
- 21 5. Members voting with paper ballots must sign and legibly print their name on the envelope in which the
22 ballot is mailed, or it will not be counted.
23
- 24 6. Eligible members may only submit one voting ballot. If an eligible member submits more than one voting
25 ballot, only the first one received shall be counted. Envelopes containing more than one election ballot
26 shall not be counted.
27
- 28 7. Election ballots shall be submitted separately by each eligible member in the ballot envelope provided,
29 and shall be delivered by mail, including carrier services such as DHL. Faxed election ballots shall not be
30 counted.
31
- 32 8. Ballots containing more than two candidates for one office shall be marked according to the "Ware"
33 system, which requires the voter to mark "1" for first choice, "2" for second choice, and so on. Voting
34 members shall be encouraged to mark the ballot in this manner to ensure a majority count. Ballots
35 containing only one or two candidates for an office may be marked with an "X" or check mark.
36
- 37 9. Ballots shall be counted by the FPA Executive Director, who shall attest to the accuracy and validity of the
38 results. The results shall be forwarded to the Elections Committee. (revised 8/16)
39
- 40 10. The Elections Chair shall ensure that all candidates are notified of the results of the election before
41 announcing the results to the general membership.
42
- 43 11. Unlike the nominations process, the elections results shall not be revealed prior to the official
44 announcement by the Elections/Nominations committee.
45
- 46 12. In the case of an uncontested election, the executive director will verify the votes and
47 pass the results to the chair of the elections committee. The Chair of the elections committee or their
48 designee will verify the votes. (BOD mtg 11/24/15)
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Campaign Rules

1. Neither candidates nor their supporters may utilize FPA-sponsored listservs 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 conference 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 Chapter 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 in Central Office prior to using any endorsements in candidate's statements or promotional materials.
8. Members of the Executive Committee and Elections/Nominations 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 of Directors after due process. Censure may include private reprimand up to invalidating the results of the election at the discretion of the Board of Directors.
10. 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.
11. These campaign rules apply to FPA elections, and FPA/APA elections.

American Psychological Association Council Representative

- 1 1. The FPA Central Office shall announce to the membership that there will be an election for APA Council
2 representatives. This announcement shall be posted in an FPA publication and on the FPA website. The
3 announcement shall include the information supplied by APA and a deadline date for submission.
4
- 5 2. Only members in good standing of both APA and FPA may nominate or be nominated. Eligibility of FPA
6 membership status shall be verified the first day of the month during which the call for nominations is
7 announced.
8
- 9 3. Nominations must be submitted utilizing the form posted on the website and in the FPA publication, and
10 may be submitted via regular mail, email or fax. Members can make more than one nomination. (BOD
11 1/27/19)
12
- 13 4. All names of nominated candidates shall be forwarded to the Elections/Nominations Committee.
14
- 15 5. Candidates must receive at least ten nominations in order to be considered.
16
- 17 6. In the event that only one or no person receives ten nominations, the Elections/Nominations Committee
18 shall solicit and select one or two names to be placed on the ballot to be sent to APA.
19
- 20 7. To be eligible for nomination as APA Council Representative, the nominee must have held a leadership
21 position in a division, special interest group, or chapter as an officer, chapter rep to the Board of
22 Directors, or member of a FPA chapter or state-level standing board or committee for no less than one
23 year.
24

25 26 Records

27
28 The FPA Central Office shall keep all nominations, election ballots and endorsements for a period of no less than
29 two years following the commencement of the term of offices for the election. Documents may be destroyed
30 after that two-year period, however, the FPA Central Office shall keep a summary of all nomination and election
31 results for historical purposes.
32

EXECUTIVE COMMITTEE

(Bylaws, Section VIII)

Meetings

The agenda for a scheduled Executive Committee meeting shall be forwarded to the Board prior to the meeting.

The Executive Committee may from time to time make decisions by phone, 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 Committee.

The approved minutes of any Executive Committee meeting shall be forwarded to the Board within 48 hours.

1 **REGIONAL CHAPTERS**

2 (Bylaws, Section IX)

3
4
5 **Title**

6 In this policy document, the terms “Regional Chapters” and “Chapters” shall be equivalent.
7

8
9 **Bylaws**

10
11 The Board has adopted model bylaws for all FPA regional Chapters. These are the official bylaws of Chapters
12 unless alternative Chapter bylaws are approved by the Board for a Chapter. The Board has approved changes to
13 the Bylaws for the North East Florida and Central Chapters.
14

15
16 **Activities**

17
18 Each Chapter shall hold a minimum of five meetings per year. These meetings shall include Continuing Education
19 activities, Community Service activities, Membership Development activities, and Business meetings.
20

21 All chapter CE programs and chapter co-sponsored CE programs must be approved by the FPA Education Chair.
22

23 Only the Officers, Committee Chairs and Central Office Staff may use FPA Letterhead. Chapters may develop their
24 own letterhead which shows that they are a Chapter of FPA. Copies of Chapter letterhead should be provided to
25 Central Office for review and authorization prior to use.
26

27 FPA Chapters may not perform activities which involve any manner of referral service, either direct or indirect, for
28 client services.
29

30 FPA will not reimburse any party for secretarial services, except with permission of the finance committee in
31 advance.
32

33 **Reports**

34
35 FPA Central Office shall provide a “Chapter Activity Report” form to each Chapter’s President and Treasurer by
36 December 1. Each Chapter must submit the completed report no later than January 31 of the following year. The
37 Chapter officers may return the completed form by fax, e-mail or mail. Chapters must submit the form before
38 requesting expense reimbursement for activities.
39

40 **Board Relations**

41
42 The number of apportionment of Chapter Representatives for the following year will be set at the Fall meeting of
43 the Board in order to facilitate the timely election of Chapter Representatives from each locality. Chapters shall
44 notify Central Office of the names of any new officers and representatives within 30 days of any election but no
45 later than January 31 of each year.
46

47 FPA will allocate up to 7% of the membership dues paid by local chapter members to their respective chapters for
48 operating funds. Such monies will remain in the custody of the FPA Central Office. Chapters may not spend more

1 than their annual allocation unless authorized by the FPA Finance Committee. Chapters must submit invoices
2 and/or receipts in order to obtain reimbursement for approved chapter expenses. Chapters generating any
3 monies have seven (7) business days to forward them to the FPA Central Office for inclusion in their chapter
4 operating account. Student section funds shall come from Central Office as budgeted by the Board of Directors.
5

6

7 Chapter Development

8

9 1. FPA President-Elect shall be responsible for overseeing Chapter Development activities.

10

11 2. A person in Central Office will be designated as a resource person to the Chapters.

12

13 3. In addition to an annual leadership training conference, chapter development activities may be built into the
14 statewide meeting at the summer convention.

15

16 The Chapter Development Committee will invite the President and President-elect, when identified, of each
17 chapter to the Chapter Development meetings regularly scheduled for the Summer Conference. To control costs,
18 Chapters will be asked to pick up the cost of having these leaders attend the meetings.
19

COMMITTEES
(Bylaws, Section XI)

General

The Board's role is to insure 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, Objectives, and Goals.

When committee chairs come before the Board, they will review the results of the Committee efforts, and propose their results-oriented budget for the following year. The Board will review the priorities of the committee and its budget proposal; as well as its commitments, activities, progress, concerns and accountabilities. At such time, committee members will also be recognized for their dedication and accomplishments.

Committees and task forces are strongly encouraged to conduct business by conference call or by electronic means whenever possible.

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

All Committees, Special Interest Groups and Divisions 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, goals, and objectives.

Budgets

By October 1st of each year, Chairs of all committees and Divisions 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 budget and finance committee.

1 Standing Committees

2 The following standing committees have been approved by the FPA Board of Directors:

- 3 1. Budget and Finance
- 4 2. Bylaws and Policy Review
- 5 3. Continuing Education
- 6 4. Diversity
- 7 5. Elections and Awards
- 8 6. Ethics Advisory
- 9 7. Healthcare Policy
- 10 8. Membership
- 11 9. Prescriptive Authority
- 12 10. Public and Professional Information
- 13 11. Publication

14
15 Advisory Committees

16
17 An Advisory Committee is a committee that is seen as important for carrying out the goals and objectives of FPA.
18 They are distinguished from standing committees by being seen as having a multi-year life and long term
19 functions within FPA but not as being permanent.

20
21 Advisory Committees may be created by the Board of Directors and shall be subject to yearly renewal by the
22 Board. Advisory Committees shall be required to present budget and goals which will be approved by the board.
23 Advisory Committee Chairs shall be appointed by the President and Executive Committee and approved by the
24 Board of Directors. Chairs shall be approved for a 1-year term. Members of Advisory Committees shall be
25 appointed by the Committee Chair.

26
27
28 Task Forces

29
30 Task Forces are seen as temporary committees appointed by the president with a specific function to accomplish.

31
32 The chair is chosen by the president and may be changed at the president's discretion. The members are either
33 chosen by the chair or the president at the discretion of the president.

34
35 The Committee's goals and budget must be approved by the Board of Directors or Executive Committee.

36
37 The chairs of Task Forces have no seat on the Board of Directors.

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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 of Directors. Ad Hoc Committees shall be internal committees of the Board of Directors and only members of the Board may serve as members of the Ad Hoc committee.

APA Liaisons

FPA understands the importance of working collaboratively with the American Psychological Association (APA). APA has created certain positions whose work is most effective when integrated with the governance structure of the state psychological association. FPA has recognized the following positions within the FPA committee structure:

- 1. Federal Advocacy Coordinator
- 2. Psychology in the Workplace Network
- 3. Public Education Coordinator
- 4. Early Career Psychologist Network
- 5. Disaster Response Network

The chairs of these APA committees shall be appointed by the FPA president and the executive committee with approval of the board of directors. While FPA will abide by the term limits recommended by APA, FPA reserves the right to impose term limits that may differ from APA.

1 **BUDGET AND FINANCE COMMITTEE DESCRIPTION**

2

3 **Mission**

4 The mission of the Budget and Finance Committee is to ensure that the association remains financially
5 responsible, compliant, and viable.

6

7

8 **Composition**

9 The Budget and Finance Committee is comprised of the FPA Treasurer, who shall serve as the chairperson, the
10 rest of the executive committee of the association, and a chapter treasurer selected to serve by the other chapter
11 treasurers. The FPA Treasurer-Elect shall serve on the committee after election results are finalized. The FPA
12 Executive Director serves as an ex-officio non-voting member.

13

14

15 **Responsibilities of the Budget and Finance Committee Chair (FPA Treasurer)**

16 Working closely with the FPA Executive Director and accountant, the Treasurer is charged with overseeing the
17 financial health of the association. Specific activities include:

- 18
- 19 • Research and recommend investment decisions for the Association.
 - 20 • Prepare annually a financial report to the board of directors addressing FPA Investments, yields, risks, and
21 a total return.
 - 22 • Monitor budget activity on a monthly basis to ensure compliance with the budget, and be prepared to
23 propose changes to the budget as necessary.
 - 24 • Review FPA account balances.
 - 25 • Ensure that proper internal controls are in place and being followed by Central Office staff.
 - 26 • Ensure that FPA participates in an annual independent review by an outside accounting firm.
 - 27 • Prepare a budget for the following year to be approved by the finance committee and the board of
28 directors.
- 29
- 30

31 **Budget and Finance Committee Responsibilities/ Expectations**

- 32 • Participate in committee calls as called by the Chair.
 - 33 • Become familiar with existing budget and other financial documents.
 - 34 • Respond to requests for input in a timely manner.
 - 35 • ASK QUESTIONS
- 36
- 37
- 38

1 **BYLAWS AND POLICY REVIEW COMMITTEE DESCRIPTION**

2
3 **Mission**

4 The mission of the Bylaws and Policy Review Committee is to ensure that the Florida Psychological Association is
5 operating in compliance with the bylaws and the policy document, and that those documents are in compliance
6 with a the laws of the state.
7

8
9 **Composition**

10 The Bylaws and Policy Review Committee is comprised of a chairperson appointed for a one-year term by the FPA
11 President with approval from the Board of Directors, the chair of the FPA Governance Committee, and two other
12 FPA members selected by the chair. The FPA Executive Director and FPA President serve as ex-officio non-voting
13 members.
14

15
16 **Responsibilities of the Bylaws and Policy Review Committee Chair**

17 Working closely with the FPA Executive Director, review existing governing documents on a regular basis. Specific
18 activities include:

- 19 • Serve as a member of the FPA Governance Committee;
- 20 • Review the minutes after each board meeting to confirm that the policy document accurately reflects
21 actions taken by the Board of Directors;
- 22 • Review motions that board members plan to offer to ascertain whether the action will necessitate a
23 revision to the bylaws;
- 24 • When bylaws changes are required, work with the committee to prepare a full recommendation to the
25 Board of Directors for approval;
- 26 • When bylaws changes are required, ensure that eligible members of FPA are invited to vote;
- 27 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 28 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
29

30
31 **Bylaws and Policy Review Committee Responsibilities/ Expectations**

- 32 • Participate in committee calls as called by the Chair;
- 33 • Become familiar with existing bylaws and policy documents;
- 34 • Respond to requests for input in a timely manner.
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1 **CONTINUING EDUCATION COMMITTEE DESCRIPTION**

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3
4 **Mission**

5 The mission of the Continuing Education Committee is to serve the interests of members by ensuring that FPA
6 only offers programs that are in compliance with standards set by the American Psychological Association and the
7 Florida Board of Psychology.
8

9
10 **Composition**

11 The Continuing Education Committee is comprised of a chairperson appointed for a one-year term by the FPA
12 President with approval from the Board of Directors, and up to four additional FPA members selected by the
13 Committee Chair. The FPA Executive Director, the FPA Continuing Education Coordinator and FPA President serve
14 as ex-officio non-voting members.
15

16
17 **Responsibilities of the Continuing Education Committee Chair**

18 Working closely with the FPA Continuing Education Coordinator, solicit and review submissions for compliance
19 with APA accreditation standards. Specific activities include:

- 20 • Maintain familiarity with the APA CE Sponsor Approval Standards;
- 21 • Review proposals submitted by chapters for FPA approval and recommend approval, denial, or changes;
- 22 • With the Continuing Education Committee, review proposals for home studies;
- 23 • With the Continuing Education Committee, review proposals for co-sponsorships;
- 24 • Work with FPA staff and the committee to research potential presenters and topics for future
25 presentations;
- 26 • Work with FPA staff and the committee to research and recommend delivery of programs, including use
27 of webinars, podcasts and home studies;
- 28 • Review annual reaccreditation report before submitting to APA;
- 29 • Authorize price points and advertising of FPA CPE events;
- 30 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 31 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
32

33
34 **Continuing Education Committee Responsibilities/ Expectations**

- 35 • Participate in meetings called by the Chair;
- 36 • Respond to all requests to review proposals within the timeframes offered;
- 37 • Be willing to author a home study or webinar course;
- 38 • With Central Office support, help promote FPA events to new and prospective members;
- 39 • Be willing to give a presentation to a local Chapter.
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1 **CPE PROGRAMMING SUBCOMMITTEE DESCRIPTION**

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4 **Mission**

5 The mission of the CPE Programming Subcommittee, a subcommittee of the Continuing Education Committee, is
6 to serve the interests of members by ensuring that FPA offers a wide variety of fresh and affordable education
7 programs that are in compliance with standards set by the American Psychological Association and the Florida
8 Board of Psychology.

9
10
11 **Composition**

12 The CPE Programming Subcommittee is comprised of a the FPA president elect, the FPA treasurer, and up to four
13 additional FPA members selected by the subcommittee chair, one of whom must be an Early Career Psychologist.
14 The FPA Executive Director and the FPA Continuing Education Coordinator serve as ex-officio non-voting
15 members.

16
17
18 **Responsibilities of the CPE Programming Subcommittee Chair**

19 Working closely with the FPA Continuing Education Coordinator, solicit topics and speakers for CPE programs in
20 Florida that will be in compliance with APA accreditation standards. Specific activities include:

- 21 • Work with FPA staff to recommend the theme and content for the annual FPA Convention;
- 22 • Work with FPA staff to recommend the theme and content for conferences;
- 23 • Identify and invite speakers to submit proposals for consideration;
- 24 • Identify and solicit advertisers and sponsors to help fund the costs of conventions and conferences;
- 25 • Assist FPA staff with planning social events and menus during sponsored conventions and conferences;
- 26 • Work with FPA staff and the committee to research and recommend delivery of programs, including use
27 of webinars, podcasts and home studies;
- 28 • Ensure that any budget needs are communicated to the Continuing Education Committee Chair in time to
29 submit to the FPA Treasurer by the deadline;
- 30 • Submit information to the Continuing Education Committee Chair for the written report to the Board of
31 Directors before each meeting, or as otherwise requested.

32
33
34 **CPE Programming Subcommittee Responsibilities/Expectations**

- 35 • Participate in any meetings called by the Chair;
 - 36 • Identify and invite speakers to submit proposals for consideration;
 - 37 • Identify and solicit advertisers and sponsors to help fund the costs of programs;
 - 38 • Assist FPA staff with planning social events and menus during sponsored conventions and conferences;
 - 39 • Be willing to author a home study or webinar course;
 - 40 • With Central Office support, help promote FPA events to new and prospective members;
 - 41 • Be willing to give a presentation to a local Chapter.
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1 **ETHICS ADVISORY COMMITTEE DESCRIPTION**

2

3 **Mission**

4 The mission of the Ethics Advisory Committee is to serve the interests of members by providing education and
5 consultation to help members practice in compliance with APA Ethics Code. The Ethics Advisory Committee
6 operates in a consultative capacity. It does not participate in the enforcement of the APA Ethics Code.

7

8

9 **Composition**

10 The Ethics Advisory Committee is comprised of a chairperson appointed for a one-year term by the FPA President
11 with approval from the Board of Directors, the FPA Director of Professional Affairs, and up to two other FPA
12 members. The FPA Executive Director and FPA President serve as ex-officio non-voting members.

13

14

15 **Responsibilities of the Ethics Advisory Committee Chair**

16 Working closely with the FPA Director of Professional Affairs, help plan and implement a mechanism for
17 conveying advice to FPA members. Specific activities include:

- 18 • Answer member questions via e-mail and phone;
- 19 • Author articles for each FPA publication on ethics issues;
- 20 • Post messages to the FPA listserv when topics related to ethics begin to trend;
- 21 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 22 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.

23

24

25 **Ethics Advisory Committee Responsibilities/ Expectations**

- 26 • Participate in committee calls as called by the Chair;
 - 27 • Be willing to present programs at FPA conferences;
 - 28 • Be willing to author articles for publications.
- 29
- 30
- 31

1 **GOVERNANCE COMMITTEE DESCRIPTION**

2
3
4 **Mission**

5 The mission of the Governance Committee is to review the governing arm of FPA to ensure accountability and
6 efficiency in function.
7

8
9 **Composition**

10 The Governance Committee is comprised of a chairperson appointed for a one-year term by the FPA President
11 with approval from the Board of Directors, the FPA Bylaws and Policy Review Committee Chair, and two other FPA
12 members selected by the chair. The FPA Executive Director, the FPA Director of Professional Affairs and FPA
13 President serve as ex-officio non-voting members.
14

15
16 **Responsibilities of the Governance Committee Chair**

17 Working closely with the FPA Executive Director, monitor the activities of the FPA Board of Directors and
18 committee structure to evaluate performance and structure. Specific activities include:

- 19
- 20 • Serve as a member of the FPA Bylaws and Policy Review Committee;
 - 21 • With the committee, conduct annual evaluation of the Board of Directors and analyze results;
 - 22 • Make recommendations to the Board as needed, as a result of board evaluation;
 - 23 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
 - 24 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
- 25

26 **Governance Committee Responsibilities/ Expectations**

- 27
- 28 • Participate in committee calls as called by the Chair;
 - 29 • Respond to requests for input in a timely manner.
- 30
31

1 **HEALTH CARE POLICY COMMITTEE CHAIR DESCRIPTION**

2
3
4 **Mission**

5 The mission of the Health Care Policy Committee is to serve the interests of members by advising and educating
6 members about health care and insurance laws, by assisting legislators and administrative committees in forming
7 policy implementing health care law and by preparing members for health care reform.
8
9

10 **Composition**

11 The Health Care Policy Committee is comprised of a chairperson appointed for a one-year term by the FPA
12 President with approval from the Board of Directors, the FPA Federal Advocacy Coordinator(s), and up to two
13 other FPA members selected by the chair. The FPA Executive Director, the FPA Director of Professional Affairs and
14 FPA President serve as ex-officio non-voting members.
15
16

17 **Responsibilities of the Health Care Policy Committee Chair**

18 Working closely with the FPA Executive Director and the FPA Director of Professional Affairs, stay current on
19 changes to laws and regulations impacting health care service delivery. Specific activities include:

- 20 • Review proposed legislative changes to insurance laws in Florida;
- 21 • Review proposed legislative changes to Medicare and Medicaid at the Federal level;
- 22 • Understand billing processes for insurance and managed care companies;
- 23 • Answer member questions regarding insurance issues;
- 24 • Stay abreast of implementation to health care laws and recommend courses of action to FPA and
25 LAPPB;
- 26 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 27 • Submit a written report to the Board of Directors before each meeting, or as otherwise
28 requested.
29
30

31 **Health Care Policy Committee Responsibilities/ Expectations**

- 32 • Participate in committee calls as called by the Chair;
- 33 • Understand insurance laws;
- 34 • Respond to requests for input in a timely manner;
- 35 • Assist the chair in responding to member requests as needed.
36

1 **MEMBERSHIP COMMITTEE DESCRIPTION**

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4 **Mission**

5 The mission of the Membership Committee is to serve the interests of members by ensuring that membership
6 numbers remain high enough to keep FPA financially and politically viable and to improve member satisfaction
7 through programs and services.
8
9

10 **Composition**

11 The Membership Committee is comprised of a chairperson appointed for a one-year term by the FPA President
12 with approval from the Board of Directors, a membership chair from each of the FPA Chapters, the Diversity
13 Committee Chair, the President of FPAGS, and an Early Career Psychologist representative. The FPA Executive
14 Director, the FPA Membership Coordinator and FPA President serve as ex-officio non-voting members.
15
16

17 **Responsibilities of the Membership Committee Chair**

18 Working closely with the FPA Membership Coordinator, help plan and implement a member services program,
19 communicate with Chapter Membership Chairs, manage member benefits, and approve applications. Specific
20 activities include:

- 21 • Help Central Office follow up with Chapter Membership Chairs on monthly membership reports
22 (generated and distributed by the Membership Coordinator);
- 23 • Recommend Board approval and denial of applicants for membership after proper vetting by FPA staff;
- 24 • Work with FPA staff to research and present possible membership benefits;
- 25 • Coordinate quarterly conference calls with Chapter Membership Chairs;
- 26 • Assist with Membership Campaigns;
- 27 • With Central Office, work as a team to evaluate membership structure and develop on-going recruitment
28 and retention activities;
- 29 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 30 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
31
32

33 **Membership Committee Responsibilities/ Expectations**

- 34 • Participate in quarterly committee calls (or as called by the Chair);
- 35 • Help to retain current members;
- 36 • Recruit at least the same number of new members as previous year;
- 37 • Call new members in the Chapter to welcome them to FPA;
- 38 • Recruit new members for FPA events.
- 39 • With Central Office support, help promote FPA events to new and prospective members;
- 40 • Organize at least one annual membership recruitment event for the Chapter;
- 41 • Attend Meet & Greet Events in your chapter;
- 42 • Delegate monthly retention calls to non-renewing members ;
- 43 • Facilitate mentoring project.
44
45

EARLY CAREER PSYCHOLOGIST (ECP) SUBCOMMITTEE

Mission

The mission of the Early Career Psychologist Subcommittee, a subcommittee of the Membership Committee, is to serve the interests of early career psychologist (ECP) members by ensuring that FPA offers programs and services that will uniquely serve psychologists during their first ten years as licensed practitioners. (revised 8/16)

Composition

The ECP Subcommittee is comprised of a chairperson (usually the APA ECP Delegate), and an ECP representative from each of the FPA Chapters. The FPA Executive Director, the FPA Membership Coordinator and FPA President serve as ex-officio non-voting members.

Responsibilities of the ECP Subcommittee Committee Chair

Working closely with the FPA Membership Coordinator and FPA Membership Chair, help plan and implement a member services program that serves the needs of professionals within the first seven (7) years of their licensure.

Specific activities include:

- Contribute articles to FPA Publications on issues impacting ECPs;
- Assist with planning of FPA conventions and workshops to serve ECP needs;
- Help Central Office follow up with Chapter Membership Chairs on monthly membership reports (generated and distributed by the Membership Coordinator);
- Work with FPA staff to research and present possible membership benefits designed for ECPs;
- Participate on quarterly conference calls with Chapter Membership Chairs;
- Assist with ECP Membership Campaigns;
- With Central Office, work as a team to evaluate membership structure and develop on-going recruitment and retention activities;
- Submit a written report to the FPA Membership Chair for submission to the Board of Directors before each meeting, or as otherwise requested.

ECP Subcommittee Responsibilities/ Expectations

- Participate in quarterly committee calls of membership committee (or as called by the Chair);
- 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 events.
- With Central Office support, help promote FPA events to new and prospective members;
- Organize at least one annual membership recruitment event for the Chapter;
- Attend Meet & Greet Events in your chapter;
- Delegate monthly retention calls to non-renewing members;
- Facilitate mentoring project.

1 **PROFESSIONAL AND PUBLIC INFORMATION COMMITTEE DESCRIPTION**

2
3
4 **Mission**

5 The mission of the Professional and Public Education committee shall be to advance psychology as a science and
6 profession and as a means of promoting health and human welfare, by the diffusion of psychological knowledge
7 through public presentations, written, broadcast, and electronic media.
8
9

10 **Composition**

11 The Professional and Public Information Committee is comprised of a chairperson appointed for a one-year term
12 by the FPA President with approval from the Board of Directors, the PEC liaison to APA, and a member from each
13 of the FPA Chapters. The FPA Executive Director, the FPA Communications Coordinator and FPA President serve
14 as ex-officio non-voting members.
15
16

17 **Responsibilities of the Professional and Public Information Committee Chair**

18 Working closely with the FPA Communications Coordinator, ensure that psychology is represented in the media,
19 before the public, and before the membership. Specific activities include:

- 20 • With the FPA Communications Coordinator, ensure that each chapter of FPA has a designated contact to
21 assist with local media outreach and public education efforts;
- 22 • Work with the APA PEC Coordinator to ensure that APA public information campaigns are adequately
23 communicated;
- 24 • Oversee FPA participation in national awareness days, such as National Depression Screening Day;
- 25 • Approve distribution of press releases to media outlets;
- 26 • Work with the Communications Coordinator to create templates for letters to the editor on specific
27 issues;
- 28 • With the committee, pitch possible public service announcements;
- 29 • Monitor the FPA listservs, Twitter, and Facebook page to ensure compliance with FPA’s social media
30 policy;
- 31 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 32 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
33

34
35 **Professional and Public Information Committee Responsibilities/ Expectations**

- 36 • Participate in committee calls as called by the Chair;
- 37 • Respond to requests for input in a timely manner;
- 38 • Develop relationships with local television, radio and newspaper contacts;
- 39 • Carry messages to media as directed by the Chair or FPA Communications Coordinator;
- 40 • Coordinate public education activities at the local level (e.g. Depression Screening).
41
42

1 **PUBLICATIONS COMMITTEE DESCRIPTION**

2
3 **Mission**

4 The mission of the Publications Committee is to serve the interests of members by ensuring that FPA offers
5 publications that inform and educate psychologists.
6

7
8 **Composition**

9 The Publications Committee is comprised of a chairperson appointed for a one-year term by the FPA President
10 with approval of the Board of Directors, a member editor chosen by the committee, and two additional members
11 with expertise related to publishing. The FPA Executive Director, the FPA Communications Coordinator and FPA
12 President serve as ex-officio non-voting members.
13

14
15 **Responsibilities of the Publications Committee Chair**

16 Working closely with the FPA Communications Coordinator, solicit and review submissions for FPA Publications,
17 including, but not limited to, *The Florida Psychologist* and the *FPA Update*. Specific activities include:

- 18 • Maintain familiarity with the APA publication guidelines;
- 19 • Oversee the content format of all publications produced by FPA;
- 20 • Develop and recommend policies and procedures concerning publication content;
- 21 • Develop and recommend policies and procedures regarding advertising content;
- 22 • Review and approve final drafts;
- 23 • Work with FPA staff and the committee to research potential authors and topics for future publications;
- 24 • Work with FPA staff and the committee to research and recommend delivery of publications, including
25 use of digital options;
- 26 • Authorize price points and advertising rates;
- 27 • Ensure that an annual budget request is submitted to the FPA Treasurer by the deadline;
- 28 • Submit a written report to the Board of Directors before each meeting, or as otherwise requested.
29

30
31 **Responsibilities of the Member Editor**

32 Working closely with the FPA Communications Coordinator, solicit and review submissions for FPA Publications,
33 including, but not limited to, *The Florida Psychologist* and the *FPA Update*. Specific activities include:

- 34 • Maintain familiarity with the APA publication guidelines;
- 35 • Review all article submissions;
- 36 • Accept, reject, or recommend changes to article submissions;
- 37 • Work with the committee to review final drafts to authorize publication;
38

39 **Continuing Education Committee Responsibilities/ Expectations**

- 40 • Participate in meetings called by the Chair;
- 41 • Respond to all requests to review proposals within the timeframes offered;
- 42 • Be willing to author articles in publications.
43
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1 ***See below - FP Distribution and Content Outline (Passed by BOD 5/10/16)

2

STANDARD CONTENT	APRIL ISSUE (after SLC)	AUGUST ISSUE (after Summer Conference)	DECEMBER (after End of Year MTG)
	Solicit Articles: 2/25 Content Due: 3/25 Editor Review: 4/4 To Kim: 4/7 To Board: 4/9 To Kim: 4/12 To Members: 4/15	Solicit Articles: 6/25 Content Due: 7/25 Editor Review: 8/4 To Kim: 8/7 To Board: 8/9 To Kim: 8/12 To Members: 8/15	Solicit Articles: 10/15 Content Due: 11/15 Editor Review: 12/1 To Kim: 12/1 To Board: 12/1 To Kim: 12/1 To Members: 12/1
ED Report	X	X	X
Presidents Corner	X	X	X
FPAGS article	X	X	X
ECP spotlight article	X	X	X
Diversity article	X	X	X
LAPPB Update article	X	X	X
ROTATING CONTENT			
Committee/Division reports Neuropsych		X	
Committee/Division reports Medical			X
Committee/Division reports Womens		X	
Committee/Division reports Child			X

Committee/Division reports Ethics		X	
Committee/Division reports FAC	X		
Committee/Division reports Finance			X
Committee/Division reports Membership		x	
Programming Committee Report - Convention	x		X
RxP Committee		x	
PC			x
Council Rep article	X		
Featured article	SLC X		
Featured article	SLC X		
Featured article	SLC X		
Featured Article	SLC X		
Member Contribution	x	x	x
Member Contribution	x	x	x

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1 **OTHER ORGANIZATIONAL STRUCTURES**

2 (Bylaws, Section X1.E)

3
4 **Special Interest Groups**

5
6 Upon approval of the Board, groups of FPA members sharing a common interest that impacts upon the profession
7 or delivery of services shall be known as Special Interest Groups.

8
9 These groups are responsible for their own organization and have no seat on the Board of Directors.

- 10
11 1. Special Interest Groups may vary in size.
12 2. Special Interest Groups will be allowed to request a meeting room at conventions.
13 3. They will be allowed to request space in FP to announce their existence and seek support.
14 4. They will be allowed to identify themselves as an FPA Special Interest Group.
15 5. They will not receive money from the general budget.
16 6. They will be required to comply with all FPA rules and regulations.

17
18 **Divisions**

19
20 When a Special Interest Group achieves a membership comprised of 4% of FPA’s regular membership who pay
21 dues of at least \$10, they may request Division status by the Board of Directors.

22
23 Divisions are seen as interest groups that have broad support from the FPA membership. The goals and objectives
24 of the Division must operate within the Mission Statement and goals and objectives of FPA.

25 Divisions are seen not as groups independent of FPA, but as groups facilitated by FPA so they can provide special
26 educational and networking opportunities for members who share their interests. Their activities are to be in no
27 way competitive with FPA (as determined by the Board of Directors of FPA) but always cooperative and in
28 furtherance of FPA’s goals and objectives. Their funding is limited to monies received in dues.

29
30 Divisions will establish their own by-laws, mission goals and objectives which will include an orderly procedure for
31 the election of Officers, holding meetings and the handling of Division business and financial affairs. In order to
32 maintain Division status after the initial success of the petition, Divisions must present their by-laws to the FPA
33 Board of Directors for its approval within 8 months. By-laws must also be approved by the Division membership.
34 By-laws must be approved within one year of the Division’s establishment or no further dues may be collected
35 until its By-laws are approved. Changes in the by-laws must be approved by the FPA Board of Directors and by a
36 majority of the Division membership. All Division functions, including Board Representatives, will be paid for by
37 the Division dues. Divisions may purchase services from the Central Office, subject to the approval of FPA’s
38 Executive Committee if conflict arises.

39
40 A Division is formed when 4% of FPA regular membership agrees to pay dues of at least \$10 to the Division. The
41 dues request may be sent out with the yearly dues statement. The Division may retain its status as long as its paid
42 membership is 4% or more of FPA’s regular membership. Membership will be calculated on July 1 of each year.

43
44 The budget of the Division will be based on the dues collected and its yearly goals, objectives and the budget must
45 be presented to the FPA Board of Directors yearly for its approval.

46
47 If a Division or Committee is interested in political activity or has a legislative agenda, its activities must be
48 coordinated with and approved by the Legislative Co-Chairs. However, in case of dispute between these parties,
49 the legislative platform adopted by LAPPB shall control.

1 The following Divisions are currently created within FPA:

2

3 Child, Adolescent and Family

4 Neuropsychology

5 Forensic

6 Medical Psychology

7 Women's Issues

8

9 FPA will not reimburse any party for secretarial services, except with permission of the finance committee in
10 advance.

APA Representatives

(Bylaws, Section XI)

Representatives

FPA shall conduct elections for APA Council Representative according to the election rules in this policy document.

The APA Council Representative shall serve as a voting member of the FPA Board of Directors.(Changed May 2021)

The APA Representatives will provide feedback to the Board of Directors 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 FPA president and president-elect shall be reimbursed.

FPA will reimburse for memberships in the APA caucuses for State, Territorial and Provincial Associations.

HUMAN RESOURCES

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Personnel Manual

FPA shall maintain and follow the procedures contained in the FPA Personnel Manual. The executive director may update the manual as necessary, subject to approval by the board of directors. The board of directors shall readopt the FPA Personnel Manual at the board meeting held during the annual convention each calendar year

Equal Employment Statement

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 or sexual orientation.

Executive Director Role

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

The executive director reports to the board of directors, 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 of directors no later than October 15. It is the responsibility of the board of directors 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 of directors, committee chairs, division presidents 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 of directors 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.

1 The president shall report to the board of directors no later than October 30 of each year that the process has
2 been completed.

3

4 Other Agents

5 **Lobbyist:** The initial lobbyist contract shall be negotiated by the executive director, with input from the LAPPB co-
6 chairs, the FPA president and FPA treasurer. The lobbyist shall be evaluated annually by the executive director.
7 The executive director has the authority to renew the existing contract. Changes to compensation must be
8 approved by the board of directors as part of the budget process.

9 The Lobbyist reports to the executive director. The executive director directs the work of the lobbyist with input
10 from the LAPPB co-chairs.

11 **Attorney:** The initial attorney contract shall be negotiated by the executive director, with input from the FPA
12 president and FPA treasurer. Once retained, only the president and the executive director may contact the FPA
13 Attorney directly regarding FPA-related matters.

14 **Accountant:** The initial contract shall be negotiated by the executive director. The FPA accountant shall conduct
15 a yearly review of the Association's Books and Accounts, unless the Board shall provide otherwise.

16 **Director of Professional Affairs (DPA):** The executive director has the authority to recruit and interview
17 candidates for DPA. Once a candidate is chosen, the initial contract shall be negotiated by the executive director,
18 with input from the LAPPB co-chairs, the FPA president and FPA treasurer. The DPA shall be evaluated annually
19 by the executive director. The executive director has the authority to renew the existing contract. Changes to
20 compensation must be approved by the board of directors as part of the budget process.

21

1 **CENTRAL OPERATIONS**

2
3 **Contracts**

4
5 Only the FPA President or the Executive Director may sign contracts for the Association. Members of the
6 Executive Committee may be asked to co-sign some contracts upon the express permission and direction of the
7 President and the Executive Director.
8

9
10 **Public Statements**

11
12 Only the President of the Association, the President's designee, or the Executive Director may speak publicly for
13 the Association. Chapter Officers may only speak for Chapters, Committee Chairs for the Committee. However,
14 the Legislative Chair may speak for the Association on matters relating to legislation and public policy. In all cases,
15 they shall remind the audience addressed that they are not the official representative of FPA and refer the
16 audience to the President or the Executive Director.
17

18 **Database**

19
20 The FPA Database shall not be sold or given to either members or non-members, except for use for FPA business
21 with approval of the Executive Committee.
22

23 Mailing lists shall not be sold or given to any organization or group for the purpose of solicitation of charitable
24 contributions.
25

26 **FPA Logo & Name**

27
28 FPA prohibits the use of the FPA logo and name in box ads listing members except by chapters. Chapters may run
29 ads stating that "the following FPA members are licensed psychologists in Florida." No member may use the FPA
30 logo without the express permission of the Board of Directors.
31

32
33 **Letterhead**

34
35 Only the Officers, Committee Chairs and Central Office Staff may use FPA Letterhead. Chapters may develop their
36 own letterhead which shows that they are a Chapter of FPA. Copies of Chapter letterhead should be provided to
37 Central Office for review and authorization prior to use.
38

39 **Assignments to Central Office**

40
41 The FPA Executive Director, a member of Central Office Staff or a member of the FPA Board of Directors, in order
42 of priority, shall attend meetings of the Board of Psychology whenever possible.
43

44 At the beginning of each year, FPA Central Office shall provide to each state committee chair a list of counterpart
45 chapter committee chairs. At the beginning of each year, FPA state committee chairs shall be responsible for
46 initiating contact with counterpart committee chairs in each chapter, for the purpose of facilitating working
47 relationships throughout the state.
48
49

1 Payment Card Industry Data Security Standard (PCI)

2
3 FPA will remain PCI compliant.

4
5
6 Records Retention Policy

7
8 The Florida Psychological Association shall adhere to the records retention policy contained herein. This policy is
9 based upon accepted accounting standards, IRS requirements, storage capacity and internal needs. Policy
10 regarding documents governed by accepted accounting standards and IRS rules cannot be changed, unless the
11 law mandates such change. Policy regarding FPA internal business not otherwise governed by state or federal law
12 may be changed by approval of the Board of Directors. All records are to be retained at FPA Central Office or a
13 storage facility determined by the Executive Director.

14
15
16 **Permanent Retention Period**

17 The following records are to be kept indefinitely:

- 18
19 General Ledger and Fixed Asset Ledgers
20 Special Summary Journals (Cash Receipts, Cash Disbursements, General, Payroll)
21 Deeds and Agreements
22 Articles of Incorporation and By-Laws
23 Minutes of Meetings of the Board of Directors and Executive Committee
24 Audit Reports
25 Annual Reports
26 Building, Property and Major Improvement Papers
27 Income/Tax Exempt Tax Returns
28 Property Taxes Records
29 Year-end Trial Balance and Financial Statements
30 Employee Benefit Plan Records

31
32
33 **5-Year Retention Period**

34 The following records must be retained for a minimum of five (5) years. These records may be destroyed upon
35 the expiration of the five (5) year period:

- 36
37 Payroll Records and Returns
38 W-4's

39
40
41 **4-Year Retention Period**

42 The following records must be retained for a minimum of four (4) years. These records may be destroyed upon
43 the expiration of the four (4) year period:

- 44
45 Income/Exempt Tax Returns Financial Records and supporting documents
46 Detailed cash receipts journal
47 Detailed case disbursement journal
48 Detailed accounts payable journal
49 Checkbook stubs or check copies

1 **4-Year Retention Period (continued)**

- 2
- 3 Bank statements, cancelled checks and memos
- 4 Paid Invoices
- 5 General accounts receivable
- 6 Sales contracts
- 7 Purchase orders
- 8 Deposit slips and remittance advices
- 9 Insurance policies (after expiration date)
- 10 Expense reports
- 11 Contracts, leases and agreements (after expiration date)
- 12
- 13

14 **3-Year Retention Period**

15 Member records must be retained for a minimum of three (3) years after date of lapse. Member records of
16 dropped members may be destroyed upon the expiration of the three (3) year period.

17

18

19 **2-Year Retention Period**

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

- 23
- 24 FPA Election Nomination Forms
- 25 FPA Election Ballots
- 26
- 27

28 **Electronic Communications**

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

31

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

34

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

37

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

39

40

41 Joint Venture

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

46

47 For purposes of this policy, a joint venture or similar arrangement means any joint ownership or contractual
48 arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment,
49 or exempt-purpose activity without regard to: (1) whether FPA controls the venture or arrangement; (2) the legal

1 structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or
2 as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it
3 meets both of the following conditions:

4
5 (a) 95% or more of the venture's or arrangement's income for its tax year ending within FPA's tax year is
6 excluded from unrelated business income taxation; and

7 (b) the primary purpose of FPA's contribution to, or investment or participation in, the venture or
8 arrangement is the production of income or appreciation of property.

9
10
11 FPA will negotiate in its transactions and arrangements with other members of the venture or arrangement such
12 terms and safeguards adequate to ensure FPA's exempt status is protected. Some examples of safeguards
13 include:

14 (1) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of
15 FPA;

16 (2) require that the venture or arrangement gives priority to exempt purposes over maximizing profits for
17 the other participants;

18 (3) ensure that the venture or arrangement not engage in activities that would jeopardize FPA's
19 exemption; and

20 (4) ensure that all contracts entered into be on terms that are arm's length or more favorable to the
21 Association.

22 23 24 25 26 **FPA's Antitrust Compliance Policies and Procedures**

27
28 It shall be the policy of the Florida Psychological Association to be in strict compliance with all Federal and State
29 Antitrust laws, rules and regulations. Therefore:

30
31 I. These policies and procedures apply to all membership, board, committee and other meetings sponsored by
32 FPA, and to all meetings attended by representatives of FPA.

33
34 II. Discussions of prices or price levels are prohibited. In addition, no discussion is permitted to any elements of an
35 association's or company's operations which might influence price such as:

36
37 A. Cost of operations, supplies, labor or services;

38 B. Allowance for discounts;

39 C. Terms of sale including credit arrangements; and,

40 D. Profit margins and mark-ups, provided this limitation shall not extend to discussions or methods of
41 operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

42
43 III. It is a violation of Antitrust laws to agree not to compete, therefore, discussion of division of territories or
44 customers or limitations on the nature of business carried on or products sold are not permitted.

45
46 IV. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about
47 blacklisting or unfavorable reports about a particular association or company, including their financial situation.

1 V. It is FPA's policy that all meetings attended by representatives of FPA, where discussion can border on an area
2 of antitrust sensitivity, that FPA's representative request that the discussion be stopped and ask that the request
3 be made a part of the minutes of the meeting being attended. If others continue such discussion, FPA's
4 representative should excuse himself/herself from the meeting and request that the minutes show that he/she
5 left the meeting at that point and why he/she left. Any such instances should be reported immediately to the
6 President and/or staff of FPA.

7
8 VI. It is FPA's policy that a copy of these Antitrust Compliance Policies and procedures be given to each officer,
9 director, committee members, official representatives, and FPA employees annually and that the same be read, or
10 understood at all meetings of the membership of FPA.

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13
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16 POSITION STATEMENTS

17

18 Non-Discrimination- It is the policy of FPA not to discriminate in membership or employment on the basis of
19 religion, race, gender, age, ethnic background, national origin or sexual orientation.

20

21 CE Requirements- FPA supports a continuing education requirement for licensure as a psychologist.

22

23 Impaired Psychologists- FPA actively supports the Board of Psychology in establishing a program of support and
24 rehabilitation for impaired psychologists.

25

26 Animal Research- The Florida Psychological Association supports animal research conducted in accordance with
27 the "Ethical Principles of the American Psychological Association."

28

29 Endorsing Candidates- FPA will not endorse candidates for public office.

30

31 Mental Health Treatment & Political Candidates- In several instances in recent years, the fact that a political
32 candidate has consulted a mental health professional at some time has been exploited by that candidate's
33 opposition in an attempt to undermine confidence in the candidate. Such a political tactic is, to a significant
34 extent, based on a lack of knowledge and understanding which has stigmatized emotional disorders and distress
35 reactions for ages.

36

37 Emotional disorders and distresses occur with a wide variety in the degree of impairment and duration. In the
38 complicated process of assessing fitness for public office, emotional disorders and distresses as well as treatment
39 should be evaluated realistically, in the same way treatment for any other form of impairment should be. We
40 consider it particularly unreasonable to hold a history of consultation or treatment against anyone.

41

42 The Florida Psychological Association holds that a history of emotional disturbance or distress or consultation or
43 treatment for such occurrences, does not disqualify qualified individuals from any political office. We deplore
44 political tactics that attempt to discredit candidates by exploiting misguided prejudices about emotional
45 disturbance and distress.

46

47 The Florida Psychological Association position on the use of stigma as a political tactic is in agreement with the
48 position of the American Psychiatric Association.

49

1 Social Justice Statements

2

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

10

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

1 **Continuing Education Programs**

4 **Introduction**

5 The Florida Psychological Association is an APA-approved provider of continuing education programs for
6 psychologists. FPA is required to adhere to the guidelines imposed by APA in order to continue to provide these
7 programs under their auspices. The policies below outline the process that FPA follows when determining
8 whether to approve a proposed program for APA credit.

10 **Continuing Education Committee**

11 The Continuing Education Committee shall consist of a Chair appointed by the President with approval from the
12 Executive Committee and Board of Directors. The term shall last one year. Membership Committee will include as
13 members, the Executive Director, Membership Chair (Appointee), at least three other members of the association
14 selected by the chair and approved by the Executive Committee, the Diversity Committee Chair, the President of
15 FPAGS, and an Early Career Psychologist representative. (BOD 7/2019)

18 The function of the Continuing Education Committee is to evaluate all proposed Continuing Education programs
19 to determine whether to award APA credit. Proposed programs may take the form of workshops, home studies,
20 conferences, or any other generally accepted method of instruction or learning. These proposals may come from
21 individuals, other organizations, and FPA Chapters. The Continuing Education Committee has full authority to
22 accept, reject, or edit any and all submissions for approval.

24 **Continuing Education Credits (CPE) Defined**

25 The State of Florida requires all licensed psychologists to earn CPE's as a condition of licensure renewal:
26 "Continuing Education in psychology consists of planned educational activities intended to further education and
27 training of psychologists for the enhancement of psychological practice, education, administration, and research."
28 AMERICAN PSYCHOLOGICAL ASSOCIATION APPROVAL OF SPONSORS OF CONTINUING EDUCATION FOR
29 PSYCHOLOGISTS: Policies and Procedures Manual, February 2006. The Sponsor Approval System was created by
30 APA to facilitate psychologists' access to quality CPE programs that have come under careful review and subscribe
31 to APA criteria. FPA follows the Sponsor Approval System, which encourages the development of high-quality CPE
32 programs.

33 CPE is not a substitute for the basic academic education needed for entry to the field of psychology, nor should it
34 be the primary vehicle for career changes from one specialty area in psychology to another. Therefore, programs
35 that cannot be considered continuing education are:

- 36 1. Organized programs of study leading to a degree;
- 37 2. Programs covered by APA's policy on psychologists wishing to change their specialty;
- 38 3. Internship programs undertaken as part of 1 or 2 above.

43 **Criterion To Be Considered by the Committee**

- 44 1. Subject Matter / Curriculum Content
 - 45 a. Subject matter must be relevant to psychological practice, theory and method for doctoral-level psychologists.
 - 46 b. Content must be current with respect to the topics and the empirical, theoretical, and practice literature.
 - 47 c. Content must adhere to generally accepted standards in the scientific and/or practice community.
 - 48 d. Programs containing subject matter that is not generally accepted in the scientific and/or practice community
49 may be rejected.

1 e. Programs containing subject matter that imply new, innovative, and/or breakthrough types or findings may
2 require substantiation via empirical data before being considered. The Continuing Education Committee has the
3 authority to reject proposals of this nature if they believe the attempt to substantiate the content is inadequate.
4

5 2. Instructors

6 a. Instructors must demonstrate expertise in the area that they will teach (e.g. established by accredited
7 academic training).

8 b. Teaching ability of the instructor must be a primary consideration.

9 c. Only doctoral level professionals (Ph.D., Psy.D., Ed.D., J.D.) with degrees from recognized accredited
10 institutions are allowed to teach or author a home study for FPA.

11
12 3. Completion of the Proposal Form

13 a. The program must contain a minimum of three (3) clearly defined learning objectives.

14 b. A summary of the nature of the presentation must be included.

15 c. Scholarly references must be provided.

16 d. Incomplete forms shall not be considered.
17
18

19 **Steps in the Determination Process**

20 1. The person submitting the proposal must send the required documents to Central Office staff. Staff shall
21 review the proposal form to ensure that the form is complete and that all accompanying documents are attached.
22 Forms must be received at least 60 days before the scheduled event, unless otherwise indicated.
23

24 2. If the form is incomplete or if documents are not attached, the Central Office shall contact the responsible
25 person to secure that information. The deadline will not be extended due to incomplete applications.
26

27 3. Completed forms and supporting materials shall be forwarded to the members of the Continuing Education
28 Committee for review. This may be done via electronic mail, fax, or regular mail.
29

30 4. Members of the Continuing Education Committee shall confer to determine whether to accept or reject a
31 proposal, or ask for additional empirical data or modifications.
32

33 5. The Education Chair shall notify the responsible person in Central Office in writing of the Committee's decision.
34 The decision of the Continuing Education Committee is final.
35

36 6. In the event of a rejection of work, the Education Chair shall indicate why the proposal was rejected. Reasons
37 for rejection include, but are not limited to:
38

39 The proposal form was incomplete or lacked adequate scholarship

40 The proposal was submitted past the stated deadline

41 The presenter was not qualified to teach this subject

42 The subject matter was not relevant to psychological theory, practice or method

43 The cited references were outdated, inaccurate, missing, or inadequate

44 The presenter or subject had received bad evaluations in the past
45
46

47 **Requests for Reconsideration and Appeals**

48 In the event that a proposed workshop is rejected, the person submitting the proposal may ask the Continuing
49 Education Committee to reconsider the proposal. The person must submit the request in writing to the Central

1 Office, and demonstrate how the reasons for rejection have been corrected. Central Office shall forward the
2 request to the Continuing Education Committee for a decision. If the Committee approves the proposal, an
3 approval letter shall be sent. If the Committee rejects the proposal, a letter shall be sent notifying the person of
4 the rejection.

5
6 If the person submitting the proposal is dissatisfied with the Committee's decision to reject the proposal, the
7 submitting person may appeal the decision by submitting a letter in writing addressed to the Executive Director of
8 the FPA. The Executive Director shall forward all relevant documentation to the Executive Committee of FPA for
9 a decision. The Executive Committee shall either accept or reject the proposed presentation. In the event the
10 proposal is rejected, the decision is final and not subject to further appeal. The matter shall be considered closed.

11 12 13 **Considerations for Chapters**

14 **Budget**

15 Chapters wishing to hold a workshop must ensure they have adequate funds to cover expenses, such as food and
16 beverage costs, audio/visual expenses, speaker fees, and meeting room rental. Chapters are allowed to charge
17 participants for attendance.

18 19 **Location**

20 All facilities must be accessible to those with special needs, and must meet the requirements under the Americans
21 with Disabilities Act.

22 23 **Scheduling**

24 Chapter events must not conflict with the FPA sponsored events, such as Summer Convention or workshops.
25 Proposals in conflict with other FPA events may be rejected.

26 27 **Marketing**

28 Workshop brochures, or any promotional materials containing registration information, must include all of the
29 required content and language.

30
31 If you wish to mention your relationship to APA in promotional materials such as advertisements, brochures, and
32 announcements, only the following statement may be used: "The Florida Psychological Association is approved
33 by the American Psychological Association to offer continuing education for psychologists. FPA maintains
34 responsibility for the program."

35 36 **Attendance**

37 Participants must attend 100% of activities that are short term (less than a week) if the components of the activity
38 run consecutively (i.e., one hour or one day after another). For long-term activities in which components do not
39 take place consecutively, at least 80% attendance is required for credit.

40 41 **Sign-in Sheets, Evaluation Forms and Certificates**

- 42 • Each workshop participant must sign the sign-in sheet. This is proof that the participant attended the
43 workshop.
- 44 • Each workshop participant must complete an evaluation form and return it to the proctor at the end of
45 the workshop. This form is required for workshop credit.
- 46 • Each workshop participant is to be given a certificate upon completion of the workshop. The certificate
47 should only be issued after the participant has signed in and completed the evaluation form.

- 1 • Each Chapter must return the sign-in sheets, evaluation forms, and extra certificates to Central Office as
2 soon as possible. In addition, a “combined average” of each item on the evaluation form should be sent to FPA.
3 To do this, total the scores for each individual item on the form, and then divide by the number of participants.
4

5 FPA Grievance Procedure for CE Adopted by the Board of Directors, 2020

6 The Florida Psychological Association (FPA) is committed to conducting all Continuing Education
7 activities in accordance with the American Psychological Association's Ethical Principles of
8 Psychologists. FPA will comply with all legal and ethical responsibilities to be non-discriminatory in
9 promotional activities, program content and in the treatment of program participants. The
10 monitoring and assessment of compliance with these standards will be the responsibility of the
11 Continuing Education chair (CE chair), with the Assistance of the Executive Director.
12

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

15 When a participant, either orally or in written format, files a grievance and expects action on the
16 complaint, the following actions will be taken.
17

18 If the grievance concerns a speaker, the content presented by the speaker, or the style of
19 presentation, the individual filing the grievance will be asked to put his/her comments in written
20 format. The CE Chair will then pass on the comments to the speaker, assuring the confidentiality of
21 the complainant.
22

23 If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in
24 which the workshop was offered, the Continuing Education chair will mediate and will be the final
25 arbitrator. If the participant requests action and agrees to provide a written complaint, the CE chair
26 will, in coordination with the Executive Director:
27

- 28 a) attempt to move the participant to another workshop or
- 29 b) provide a credit for a substitute workshop or
- 30 c) provide a partial or full refund of the workshop fee.
31

32 Complaints can be made to the Executive Director, the current CE chair or the current President.

33 Contact name: Carolyn Stimel, Ph.D., ABPP

34 Email(s): carolyn@flapsych.com

850 656 2222

35
36 Central Office staff will provide contact information for the current CE chair or president if needed.
37

8 **Policies and Procedures for Participation:**

10 **Purpose:**

11
12 The Florida Psychological Association (FPA) offers as a membership benefit an FPA-sponsored,
13 interactive, electronic mail listserv. This is an opt-out benefit available automatically to all members
14 unless they choose to unsubscribe. The goal of the listserv is to promote communication among members
15 of the Florida Psychological Association on a variety of topics pertinent to psychologists. These policies
16 are consistent with APA's listserv usage rules.
17

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

1. General advice from other members about psychological topics, areas and issues.
2. Questions about the business of practice building and maintenance (with the exception of service fees).
3. Discussion regarding research, publications and issues pertinent to psychological research and practice.
4. Inquiries for information about where to refer clients or requests for referrals.
5. 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)

18 **How it Works:**

19 ***Who Participates in the Listserv:***

20
21 This forum is available only to members of FPA. Members who allow their membership in FPA to lapse
22 will be unsubscribed until membership is reinstated.
23
24

25 ***Posting to the Listserv:***

26 To submit a post, simply type an email to the listserv. Address the email to
27 "Name of the listserv"@lists.apapractice.org (example: FLPAMEMBERS@lists.apapractice.org) in the
28 address line.
29

30 **TIPS:**

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

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

3
4 ***Replying to the Listserv:***

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

9
10 ***The Digest Version:***

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

13
14 ***To Opt-Out of the Listserv:***

15 If you decide you no longer wish to receive this benefit, simply e-mail our Membership Coordinator,
16 Kim Campbell at kim@flapsych.com with your request.

17
18 **Rules:**

19
20 *To be valuable to all members, good professional judgment is necessary for a successful listserv. To protect the image,*
21 *reputation, and interests of the Association, FPA has created several rules regulating the use of the listserv.*

22
23 *FPA reserves the right to deny access without notice to a member who violates one or more of these rules, and reserves the*
24 *right to remove any postings which it concludes, in its sole discretion, are inappropriate. Participants are expected to read*
25 *this document and adhere to the policies contained herein. The reason is to protect the association, our members, and to*
26 *foster constructive communication.*

27
28 *Questions regarding these policies may be directed to FPA's Executive Director, Carolyn Stimel,*
29 *carolyn@flapsych.com, 850-656-2222.*

30
31
32 1. Individuals or organizations may not use the FPA listserv for commercial purposes. When used for
33 evaluating listserv messages, the word "Commercial" means communications whose primary purpose is
34 to advance the business or financial interests of any person or entity, or to directly or indirectly promote a
35 financial transaction for the benefit of the author. This is construed to include, but is not limited to, the
36 advertising of products or services, notices regarding the rental or sale of office space, or direct
37 solicitations to purchase products or services. Inquiries about doubtful issues may be sent to the Executive
38 Director for the final decision. FPA has a provision for commercial advertising on its website and in the
39 *Florida Psychologist*.

40
41 Examples of messages that may be of financial benefit to listserv members, but are not prohibited because
42 they do not inure to the financial benefit of the author, include informal job listings or position openings,
43 or discussion of professionally-related products or services where the listserv member conveying the
44 information is not in the business of selling the products or services. Announcements that provide useful
45 professional information to list members but may also have some incidental commercial
46 benefit to the sender (e.g. an author who is a list member merely advising the list of publication of a
47 professional book typically would not be "commercial" for purposes of this restriction.)
48

1 Postings of formal job advertisements are prohibited. Informal advertising or brief notices of jobs
2 available are, however, permitted. (An example of an informal advertisement is: "We have an opening for
3 a licensed psychologist in our office. Please contact me backchannel for details.")
4

5 2. Members may share one-time postings of events, workshops, and conferences related to psychology or
6 mental health issues. The singular exception is if any such event competes with a major FPA event, such
7 as the Annual Conference. Only postings that provide useful and professionally relevant information are
8 permitted, provided they do not constitute direct marketing or advertising.
9

10 Members should limit promoting CE or other professional events sponsored by organizations other than
11 FPA or its affiliates. However, when certain events, workshops, or other opportunities are professionally
12 relevant and do not directly inure to the benefit of the author of that posting, members may issue a single
13 posting about the event limited to the information below, so that all events receive equitable attention.
14

- 15 • Title of Program/Workshop/Event:
- 16 • Name of Speaker(s), if relevant:
- 17 • Name of Organization Sponsoring Event:
- 18 • Date/Time/Location:
- 19 • Brief description of event, limited to a short paragraph or a few sentences:
- 20 • Weblink where one may obtain more information:
21

22 Do not include the entire flyer or other extensive details. Simply direct the reader to where he/she can
23 obtain that information.
24

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

27 **The Professional and Public Information Chair will contact individuals who do not use the listserv**
28 **in a manner that is professional and respectful of list members. The definition of “unprofessional”**
29 **behavior and the consequences of displaying unprofessional and disrespectful behavior are stated in**
30 **the section “Defining Unprofessional Behavior,” found below. The Executive Director will take**
31 **over the responsibilities of the Professional and Public Information Chair when the Professional**
32 **and Public Information Chair is on vacation, or is ill or, for any other reason, is temporarily unable**
33 **to carry out his/her responsibilities.**
34

35 **Defining Unprofessional Behavior**

36 **Unprofessional behavior is defined as any behavior that may be construed as being unsupportive of**
37 **or disrespectful to listserv members or creating a hostile environment. Examples of unsupportive or**
38 **disrespectful behavior or behavior that contributes to the creation of a hostile environment include,**
39 **but are not limited to: hostile or sarcastic responses to a list member’s posting; negative remarks**
40 **about a list member’s character or motives; repetitive postings; postings that contain statements**
41 **that distort or misrepresent an event; postings that clearly address a relational issue with a specific**
42 **list member; postings that are not obviously relevant to the purpose of the listserv.**
43

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

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

vs.

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.”*

vs.

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.”*

vs.

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.”*

vs.

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.”*

vs.

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.”*

vs.

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.”*

vs.

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

4. Unauthorized distribution of copy written material is prohibited.

- 1 5. Criticism of the FPA Central Office staff is not allowed. Complaints regarding staff performance
2 should be directed to the Executive Director. Complaints regarding the Executive Director should be sent
3 to the FPA President.
4
- 5 6. Any postings, including jokes or comments intended as humor or satire, which denigrate, show hostility
6 or aversion towards or are otherwise offensive to an individual's sex, race, color, religion or creed,
7 pregnancy, sexual or affectional orientation (i.e., preference in sexual or social partner), marital or family
8 status, age, ancestry or national origin, military service or status, disability or handicap, are all strictly
9 prohibited.
10
- 11 7. Statements regarding political views and social issues are permitted when related to FPA's mission. If
12 uncertain about your intended posting, please check it first with the Executive Director, for a final
13 decision. Messages requesting others to advocate for issues that are not on FPA's agenda are not to be
14 placed on FPA's listserv, no matter how worthy the cause.
15
- 16 8. Release of otherwise confidential information is prohibited.
17
- 18 9. Messages may not be forwarded to or shared with people outside of FPA since the listserv is a member
19 benefit. Members need to know they can express themselves freely.
20
- 21 10. Discussion regarding setting or establishing fees for service (e.g. how much do you charge per hour?)
22 is expressly prohibited, pursuant to federal law.
23
- 24 11. Use of the listserv to promote candidacy for affiliate or state level leadership roles is prohibited.
25 Likewise, endorsements of candidates for local, state or federal offices or positions are prohibited. (It's a
26 pesky IRS rule, which goes to the heart of our tax status.)
27
- 28 12. Personal responses, "pass alongs," issues off topic to psychology, general "thank you's", and private
29 comments to an author should be made back-channel to reduce "clutter."
30
- 31 13. There will be no postings of virus or worm warnings or chain letters even if they purport to support
32 worthy causes.
33
- 34 14. All participants must strive to keep their virus protection programs current.
35
- 36 15. Remember that once you hit "Send" your message is memorialized and cannot be retracted. Try not
37 to send anything that you will/may regret in the morning.
38
39

40 ***Failure to adhere to the rules may result in your removal from the list. The process for removal from***
41 ***the list is as follows:***
42

- 43 - A warning will usually be sent to the violator with a reminder of the rules and explanation of the
44 violation.
45
- 46 - In the case of a second warning, the PPI Chair will usually inform the violator of the nature of the
47 violations and will indicate that a third violation will result in suspension from the forum for six months.
48
- 49 - In the case of a third violation, the person will usually be suspended from the list for six months.
50 After a person has been suspended from a forum for six months they may be eligible to resubscribe. A
51 reapplication for listserv privileges will be made to the list administrator. Reapplication does not
52 guarantee immediate reinstatement. If reinstated, prior offenses will be disregarded and the violation
53 procedure will start again. If not reinstated, the rationale for the decision will be sent to the member.

1 Decisions not to reinstate a member shall be reviewed and approved by the Executive Committee prior to
2 notification to the member.

3
4 - In egregious cases, the Listserv Monitor Group, in the sole exercise of its discretion, can immediately
5 suspend the violator without following the disciplinary steps listed above.
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11
12 **Disclaimers:**
13

14 1. FPA assumes no responsibility for the content of the messages posted to the listserv. The thoughts,
15 opinions, and positions expressed on the listserv are solely those of the individual authors and are not
16 endorsed by FPA, its Board of Directors, or Executive Director. FPA assumes no liability for any
17 libelous, misleading, inaccurate or otherwise improper information; all responsibility and liability for the
18 content of a message rest with its author.
19

20 2. Participation on this listserv is a privilege and FPA retains the right to deny access to a member who
21 violates the policies contained herein at any time.
22

23 3. Members hold harmless and indemnify FPA, its Board of Directors, Executive Director, and all its
24 other agents and representatives, from and against any claims, complaints, or causes of action for any
25 damages, losses or expenses which arise out of, or are related to, either directly or indirectly: (1) any
26 libelous, misleading, inaccurate or other improper comments a member posts; (2) those that are posted
27 about members by anyone else; and (3) any other use of the FPA listserv by members.
28

29 4. Members bear responsibility for keeping e-mail addresses current with the FPA Central Office. The
30 FPA Central Office is not responsible for tracking this information.
31

32 **Acknowledgments:**
33

34 We wish to thank the Illinois Psychological Association for their definition of unprofessional behavior
35 and examples of professional and unprofessional listserv postings.
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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;
- 3) The member violates the rules and regulations promulgated by the state licensure board governing the member’s practice and profession;
- 4) 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.
- 5) 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.
- 6) 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.
- 7) The member intentionally misrepresents any information related to their education and/or licensure eligibility or status as provided on the application for membership.
- 8) 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:

- a. Warning/written censure
- b. Removal from appointed and/or elected position
- c. Suspension from FPA
- d. Expulsion from FPA

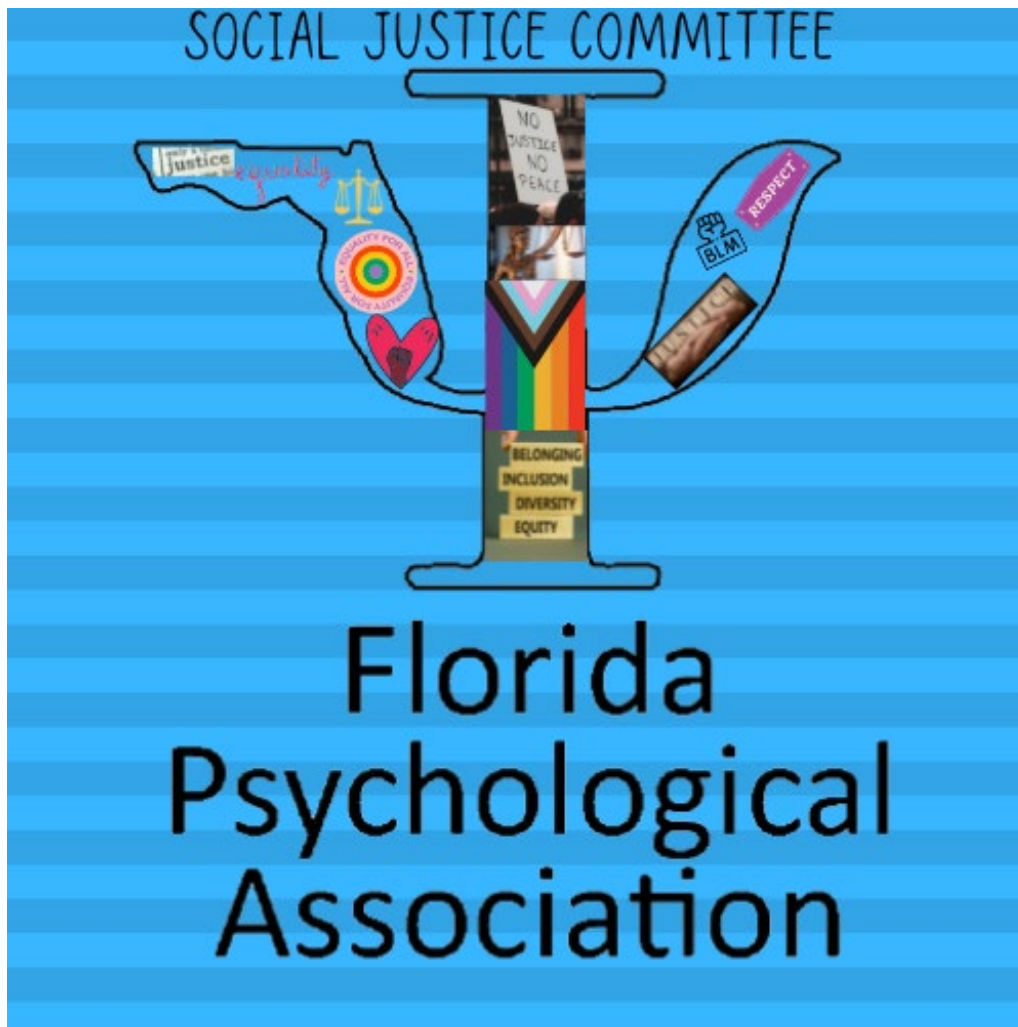
Complaints regarding member behavior will first be considered by the Executive Committee. If warranted, the Executive Committee will request further written information and/or a response from the relevant member and offer them the opportunity to present information at an Executive Committee meeting or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

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

The Board of Directors 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 of Directors, the Board of Directors shall be informed at the next regularly scheduled meeting.

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

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



Officially Formed April 2021

Social Justice Committee | Mission Statement

The Florida Psychological Association (FPA) Social Justice Committee (SJC) serves to increase awareness of and advocate for equality and justice among members and the community through:

- Promoting values of beneficence and nonmaleficence within the context of intersectional privilege
- Sharing accountability for demonstrating respect for individual rights and dignity with integrity
- Decreasing mental health disparities among marginalized populations in the state of Florida
- Increasing psychologists' cultural competence via educational opportunities
- Conducting and disseminating research with practical treatment recommendations to improve mental health outcomes for oppressed groups
- Enabling psychologists to understand the current cultural and diversity factors surrounding social justice issues and take appropriate action to voice their concerns

SJC Process/Rapid Response Procedures

The SJC has been charged by the FPA Executive Committee (EC) and Board of Directors to maintain a pulse on social issues that impact our work as psychologists. The SJC seeks consensus in addressing and publishing position statements for FPA and more broadly the practitioners, graduate students, and clients/patients served by Florida psychologists. The SJC endeavors to remain true to positive social change and writes responses informed by peer-reviewed, evidence-based, and sound research. The SJC will consult with the FPA Executive Director (ED), Executive Committee and LAPPB Chair prior to releasing any statement for public consumption. The SJC acknowledges the importance of remaining aligned to the FPA bylaws and policies and procedures.

The FPA Policy and Procedure Manual states: “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 FPA Board of Directors 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 of FPA 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.**” In situations requiring rapid response to a critical issue, a vote of three-fifths of the EC would allow the ED and/or President to move the statement forward. The ED or President may utilize text messaging to organize EC response.

Potential Issues:

The FPA may respond in situations where proposed public policies increase healthcare disparities, affect the health, well-being, or civil rights of any person. The SJC will weigh the depth of the response based on the severity of the issue but will use the following decision-making (adapted from APA process for rapid responses) criteria to decide whether to draft a position statement:

- Is the action consistent with FPA’s mission, strategic plan, etc.?
- Does psychology possess recognized expertise on the issue?
- Can psychology provide a unique and important contribution?
- Would the action have the support of FPA governance?
- Does the topic of the advocacy have a reasonable prospect of success and shedding light on an issue affecting psychologists, graduate students, and patients/clients?
- Does the FPA have sufficient resources to contribute to the action?

Other factors to consider:

- Is there current FPA policy that speaks to the issue? If so, what does it say and not say, and how does that inform what the SJC might be able to do?
- Is this a reactive or proactive action?
- Are SJC efforts/involvement welcomed by the affected communities?
- Is it possible to collaborate with other organizations/stakeholders with similar missions?
- Is there a call to action? If so, what and why, and how?
- Is the SJC and FPA EC/BOD prepared for any follow-up that may be necessary?

Actions the SJC may take:

- 1 · Provide psychological research to LAPPB Chair if needed to assist with advocacy efforts or
- 2 lobbying efforts (work with DCCC and Florida Diversity Liaison/Delegate to Practice Leadership
- 3 Conference for potential Hill visits)
- 4 · Issue a formal position statement with EC approval for public dissemination (website, listserv,
- 5 social media, traditional media/press release)
- 6 · Request for FPA members to contact their elected officials (similar to APA push)
- 7 · Connect with APA Public Interest team if needed for additional support
- 8

9 **SJC PROCEDURE**

10 The SJC is sometimes in a position where an emerging public policy matter warrants an expedited
11 process. Getting full approval may make the statement irrelevant (e.g., Pulse Nightclub Shooting). The
12 EC/BOD have already created a policy for situations like this. The goal for all statements is to have draft
13 in 24-48 hours and approval within 24 hours of final draft for relevancy. (Adopted by BOD July 2022)

14
15 **Typical Procedure**

